

Field Training Officer Program

436.1 PURPOSE AND SCOPE

State MODIFIED

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Indio Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive and professional manner. The Indio Police Department will operate a Field Training Program that will comply with all PEACE OFFICER STANDARDS and TRAINING (POST) mandated requirements. The Field Services Division will be responsible for the operations of the program. The purpose of the Field Training Program is to provide a structured transition from the basic academy or prior law enforcement experience to the field environment while working under the close supervision of a qualified Field Training Officer (FTO).

436.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

State MODIFIED

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

436.2.1 SELECTION PROCESS

Best Practice MODIFIED

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO
- (b) Minimum of two years of patrol experience
- (c) Demonstrated ability as a positive role model
- (d) Participate and pass a selection process
- (e) Possess a POST Basic certificate

436.2.2 TRAINING

State MODIFIED

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

Indio Police Department

Indio PD Policy Manual

Field Training Officer Program

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

Every reassigned FTO, after a 3 year-or-longer break in service as an FTO, shall complete a POST-certified Field Training Officer Update course, prior to being assigned to train probationary officers.

436.3 FIELD TRAINING OFFICER PROGRAM COORDINATOR

Best Practice **MODIFIED**

The FTO Program Manager should be selected from the rank of Lieutenant by the Chief of Police or a designee and should possess, or be eligible to receive, a POST Supervisory Certificate.

The responsibilities of the FTO Program Manager include the following:

- (a) Assignment of field training Sergeant as coordinator
- (b) Conduct FTO training coordinator meetings
- (c) Ensure the FTO Sergeant maintains FTO/trainee performance evaluations completed by individual FTOs'.
- (d) Ensure the FTO Sergeant maintains, updates and issues the Field Training Manual to each trainee
- (e) Ensure the FTO Sergeant monitors individual FTO performance
- (f) Monitor overall FTO Program
- (g) Maintain liaison with FTO coordinators of other agencies
- (h) Maintain liaison with academy staff on recruit performance during the academy
- (i) Ensure that FTO Sergeants and FTO's attend ongoing relevant training

The FTO Program Manager will be required to successfully complete a POST approved Field Training Administrator's Course within one year of appointment to this position (11 CCR 1004(c)).

436.4 TRAINEE DEFINED

State **MODIFIED**

Any entry level or lateral police officer newly appointed to the Indio Police Department who has successfully completed a POST approved Basic Academy.

436.4(a) TRAINEE / PROBATIONARY POLICE OFFICER RESPONSIBILITIES

The future of the Indio Police Department is dependent upon the role of the trainee / probationary police officer. The responsibilities of the trainee / probationary officer include:

- Completing all required tests within the time frame specified in the training manual.
- Ensuring their training manual is completed within the first five months of field training.

Indio Police Department

Indio PD Policy Manual

Field Training Officer Program

- Listening carefully to the teachings and directions of their FTO.
- Asking for or seeking help in any area of performance in which they feel deficient, especially as the training progresses.

436.5 REQUIRED TRAINING

State MODIFIED

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 10 weeks (11 CCR 1004; 11 CCR 1005).

The training period for a lateral officer may be modified depending on the trainee's demonstrated performance and level of experience. A lateral officer may be exempt from the Field Training Program requirement if the officer qualifies for an exemption as provided in 11 CCR 1005(a)(B).

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts, and geographical areas during their Field Training Program.

436.5.1 FIELD TRAINING MANUAL

Best Practice MODIFIED

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Indio Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations adopted by the Indio Police Department.

436.6 EVALUATIONS

State

Evaluations are an important component of the training process and shall be completed as outlined below.

436.6.1 FIELD TRAINING OFFICER

State MODIFIED

The FTO will be responsible for the following:

- (a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the FTO Coordinator on a daily basis.
- (b) Review the Daily Trainee Performance Evaluations with the trainee each day.
- (c) Complete a detailed end-of-phase performance evaluation on his/her assigned trainee at the end of each phase of training.
- (d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

Indio Police Department

Indio PD Policy Manual

Field Training Officer Program

- (e) The most crucial role in the Field Training Program is that of the FTO. FTOs are selected on the basis of a department selection process, with the approval of the Chief of Police. The responsibilities of the FTO include:
- Ensuring each probationary officer completes the required testing and stays on schedule with the completion of their training manual.
 - Ensuring the probationary officer has all required safety equipment with them at all times.
 - Recommending to the Administrative FTO specialized or remedial training for probationary officers who are having difficulty succeeding in any performance dimension.
 - Serving as a role model for probationary officers by demonstrating what is expected of them as an Indio Police Officer.

436.6.2 FIELD TRAINING COORDINATOR

State **MODIFIED**

The Field Training Coordinator shall review and approve the Daily Trainee Performance Evaluations. The day-to-day activities of the FTO program will be performed by the FTO coordinator. This position will be selected by the Program Manager, with the approval of the Chief of Police. The FTO coordinator will successfully complete a POST-certified Field Training Supervisor/Administrator/Coordinator Course prior to, or within 12 months of the initial appointment to such position.

Responsibilities of the FTO coordinator include but are not limited to:

- Working closely with the Personnel and Training Section to determine the FTO program training requirements.
- Assisting new hires in obtaining the necessary equipment to begin field work.
- Organizing and running the probationary orientation program. This program provides orientation for newly-hired officers, prior to being assigned field patrol work.
- Counseling probationary officers in need of assistance or advice.
- Coordinating special training for probationary officers who need improvement in specific areas of performance.
- Monitoring, coordinating, and ensuring the timely process of daily and phase evaluations for all probationary officers. This includes reviewing the evaluations for needed corrections and/or revisions.
- Coordinating special training for FTOs, including attendance at a POST approved Field Training Officer Course.
- Ensuring changes in law or policy are reflected in the FTO Manual.
- Acting as a liaison between the Field Sergeants and the Program.
- Addressing issues specifically related to the Field Training Program.

Indio Police Department

Indio PD Policy Manual

Field Training Officer Program

- Assisting with recruitment and retention of Field Training Officers.
- Assisting with the daily and monthly evaluation review.
- Acting as an on-duty, after-hours resource for the Field Training Officers with program issues.
- Coordinate FTO meetings

436.6.2(a) FIELD SERGEANTS:

Field Sergeants play a critical role in the FTO program. Their responsibilities include:

- Closely monitoring the performance of all probationary officers assigned to their shift who work as a solo unit.
- In the absence of an FTO, ensuring probationary officers are assigned to work in the field with officers who have attended the POST Field Training Officer Course. If no qualified officer is available, the probationary officer cannot be assigned field duty.
- Documenting the field performance of the FTO assigned to the Field Sergeant's shift.

436.6.3 FIELD TRAINING ADMINISTRATOR

State **MODIFIED**

The Field Training Administrator will review and approve the End of Phase Performance Evaluations submitted by the FTO through the Field Training Coordinator.

436.6.4 TRAINEE

State

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

436.7 DOCUMENTATION

State **MODIFIED**

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

- (a) Daily Trainee Performance Evaluations
- (b) End of phase evaluations
- (c) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training