



Subject:

# 812. Field Training and Evaluation Program

Approved:  
Chief Marcia Harnden

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## 812.1: PURPOSE AND SCOPE

The Field Training and Evaluation Program (FTEP) is intended to provide a standardized program to facilitate an officer's or communications specialist's transition from the academic setting to the actual performance of general law enforcement or dispatching duties of the Albany Police Department.

## 812.2: POLICY

**It is the policy of this department to assign all new police officers and communications specialists to a structured Field Training and Evaluation Program that complies with DPSST training requirements and that is designed to prepare the new officer or communications specialist to perform in a patrol or dispatching assignment possessing all skills needed to operate in a safe, productive, and professional manner.**

## 812.3: FIELD TRAINING OFFICER SELECTION AND TRAINING

Field Training Officers (FTO) and Communications Training Officers (CTO) are experienced and trained in the art of supervising, training, and evaluating entry level, experienced, and lateral police officers or communications specialists.

### 812.3.1: SELECTION PROCESS

FTOs and CTOs will be selected based on the following requirements:

- a. Memo of interest expressing the applicants desire to be an FTO/CTO;
- b. Member is not a training-period employee;
- c. Demonstrated ability as a positive role model;
- d. Participate in and pass an internal oral interview selection process;
- e. Evaluation by supervisor(s); and

f. Possess a DPSST Basic Certificate in their respective assignment.

Eligibility requirements are specified in [Rotation and Special Duty Assignments: Policy 816.3](#).

### **812.3.2: TRAINING**

- a. Newly selected FTOs and CTOs shall successfully complete an approved Field Training Officer's Course or related training prior to being assigned as an FTO/CTO.
- b. All FTOs and CTOs ~~should~~ complete a Field Training Officer update course every two years while assigned to the position of FTO/CTO.

### **812.4: FIELD TRAINING AND EVALUATION PROGRAM SUPERVISOR**

- a. The FTEP Supervisor(s) will be a lieutenant(s) appointed by the Chief of Police.
- b. The responsibilities of the FTEP Supervisor(s) include:
  - 1) Assignment of trainees to FTOs/CTOs;
  - 2) Conducting FTO/CTO meetings;
  - 3) Maintaining and ensuring FTO/CTO/Trainee performance evaluations are completed;
  - 4) Maintain, update and issue the Field Training Manual to each trainee;
  - 5) Monitor individual FTO/CTO performance;
  - 6) Monitor overall FTEP Program;
  - 7) Maintain liaison with FTO Coordinators of other agencies;
  - 8) Maintain liaison with academy staff on recruit performance during the academy;
  - 9) Develop ongoing training for FTOs/CTOs; and
  - 10) Conduct an annual evaluation for each FTO.

### **812.5: TRAINEES**

- a. For purposes of this policy, a trainee is any entry level, experienced, or lateral police officer, or communications specialist newly appointed to the Albany Police Department.
- b. The training period for experienced and lateral police officers and communications specialists may be modified depending on the trainee's demonstrated performance and level of experience but should consist of a minimum of eight weeks.

- c. Entry level, experienced, and lateral officers will be assigned to a variety of FTOs/CTOs, shifts and geographical areas during their Field Training Program.

#### **812.5.1: FIELD TRAINING MANUAL**

- a. Each new trainee will be issued a Field Training Manual at the beginning of their Primary Training Phase.
- b. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer or communications specialist with the Albany Police Department.
- c. The trainee shall become knowledgeable of the subject matter as outlined and shall also become proficient with those skills as set forth in the manual.
- d. The Field Training Manual will specifically cover those policies, procedures, rules, and regulations enacted by the Albany Police Department.

#### **812.6: EVALUATIONS**

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

##### **812.6.1: FIELD/COMMUNICATIONS TRAINING OFFICER**

The FTO/CTO will be responsible for the following:

- a. Complete and submit a Daily Observation Report on the performance of the assigned trainee to the FTEP supervisor on a daily basis;
- b. Review the Daily Observation Report (DORs) with the trainee each day;
- c. Complete written bi-weekly evaluations of the trainee;
- d. Complete a detailed end-of-phase performance evaluation on the assigned trainee at the end of each phase of training;
- e. Sign off all completed topics contained in the Field Training Manual.

##### **812.6.2: IMMEDIATE SUPERVISOR**

- a. The immediate supervisor shall review and approve the Daily Observation Reports and forward them to the FTEP Supervisor.
- b. The supervisor will prepare a bi-weekly supervisor's evaluation and forward it along with the FTO's/CTO's evaluations.

**812.6.3: FIELD TRAINING PROGRAM SUPERVISOR**

- a. The Field Training Program Supervisor will review and approve the Daily Observation Reports submitted by the FTO/CTO through their immediate supervisor.
- b. A performance evaluation of each Field Training Officer (FTO) should be conducted and documented at least annually by the Field Training and Evaluation Program Supervisor.

**812.6.4: TRAINEE**

At the completion of the Training Program, the trainee should submit a confidential performance evaluation on each of their FTO's/CTO's and on the Field Training and Evaluation Program.

**812.7: DOCUMENTATION**

All documentation of the Field Training and Evaluation Program will be retained in the trainee's training files in the FTO Module and/or Laserfiche and will consist of the following:

- a. Daily Observation Reports;
- b. Weekly evaluations;
- c. End of phase evaluations;
- d. Supervisor's evaluations;
- e. The completed Field Training Manual.