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ASHEVILLE POLICE DEPARTMENT POLICY MANUAL

Chapter: 22 - Training & Career Development   **Original Issue**: 6/1/1994

Policy: 2201 - Field Training Program   **Last Revision**: 1/20/2022

Previously: 1074 - Field Training Program

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ASSOCIATED DIRECTIVES

Field Training Manual

INTRODUCTION

This directive establishes guidelines for the department's field training program for police officers. The field training program offers invaluable training to help new police officers learn to perform their duties and responsibilities in an efficient, effective, and equitable manner. Exposure to real situations with guidance and support from an experienced officer is an essential part of developing the skills and abilities of all new officers.

POLICY STATEMENT

It is the policy of the Asheville Police Department (APD) to provide newly-hired police officers with a field training program that combines field training with behavior-specific evaluations to ensure that the standards of a competent law enforcement officer are met.

RULES AND PROCEDURES

2201.1 FIELD TRAINING OFFICER PROGRAM

A. All entry-level sworn officers must participate in a department field training program. [33.4.3]

B. The department's basic Field Training Officer (FTO) program includes sixteen (16) weeks of training in addition to basic law enforcement training. At the discretion of the Chief of Police, newly hired experienced officers may participate in an abbreviated field training program no shorter than eight (8) weeks. [33.4.3 a]

C. District Commanders will assign an FTO to each trainee assigned to their district. Whenever possible, trainees will be rotated between districts and beats including both day and night shifts. Assignments of trainees will follow guidelines in the department's Field Training Manual. [33.4.3 f]

D. The Recruitment and Career Development Section is responsible for ensuring the training and evaluation processes are properly administered and providing periodic training to FTOs to enhance their skill sets. This may include updates on changes in departmental policies and procedures, legal updates and bulletins, or other learning principles. [33.4.3 e]

E. FTOs who have been inactive or on assignment outside of patrol for an extended period of time will be reviewed for suitability as an FTO before returning to active status. Returning FTOs may be required to attend refresher training prior to the assignment of a trainee.

F. Field Training Sergeants are responsible for preparing recommendations for trainee advancement in the field training program for submission to the Patrol Operations Division Commander.

G. Complete guidelines for the program will be maintained in the department's Field Training Manual, to include a process for evaluation of trainees by field training officers, documentation of training, the Field Training Officer Committee, and duties/responsibilities of each position in the program. [33.4.3 g,h]

H. Removal of Field Training Officers from the FTO program is at the discretion of the Chief of Police.

2201.2 FIELD TRAINING OFFICER SELECTION

A. Field Training Officer selection processes will be announced by the Recruitment and Career Development Section. The announcement will include minimum qualifications for participation. The selection process will include, at a minimum: [33.4.3 b]

    1. A favorable endorsement by each supervisor in the officer's chain of command, including a review of the officer's personnel file.

    2. A panel interview with members of the department's FTO Committee.

B. A banded list will be supplied to the Patrol Operations Division Commander. The list will be forwarded through the chain of command to the Chief of Police for final approval.

C. If there are an inadequate number of Field Training Officers to meet the department's needs Field Training Officers may be selected outside of the established selection process.

D. All Field Training Officers must complete a basic field training officer course before being assigned a trainee. [33.4.3 e]

2201.3 SUPERVISION OF FIELD TRAINING OFFICERS [33.4.3 c]

A. Each Field Training Officer will be supervised by a Field Training Sergeant.

B. Field Training Sergeants will be appointed by the Patrol Operations Division Commander, based on recommendations from Patrol District Commanders. Generally, Field Training Sergeants are responsible for providing oversight of the FTO's training efforts and job performance of trainees.

C. In January of each year, Field Training Sergeants and Patrol District Commanders will complete appraisals of Field Training Officers/Sergeants under their supervision.

2201.4 EVALUATION GUIDELINES

A. FTOs are responsible for carefully documenting the work performance of trainees within established time limits using specified department forms as outlined in the department's Field Training Manual. [33.4.2 b] [33.4.3 h]

B. Trainees must successfully complete each phase of training prior to being released to the next phase.

    1. Any trainee who is not recommended for advancement to the next phase will meet with their FTO and Field Training Sergeant to review documentation of their job performance.

    2. Trainees may be assigned to remedial training until their job performance improves to an acceptable level. Trainees may be provided with two (2) training weeks of remedial training for phases one through three. Requests for more than two (2) training weeks of remedial training must be submitted to and approved by the Patrol Operations Division Commander and Operations Bureau Commander.

C. The Chief of Police may terminate a trainee's employment during his/her probationary period. Recommendations for terminating a trainee's employment must be accompanied by documentation of job performance deficiencies or other behaviors justifying the termination.

BY ORDER OF:

David Zack
Chief of Police