




Clayton County Police Department

PROCEDURES

Subject FIELD TRAINING PROGRAM		Procedure # F2	
Authorizing Signature 	Effective 11/03/2020	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended (see below) <input type="checkbox"/> Rescinds	Total Pages 18

I. PURPOSE

There are two (2) purposes of this policy pertaining to the Field Training Program:

- A. To provide guidelines for the field training of sworn personnel who have successfully completed the mandated Basic Law Enforcement Training Course (BLETC) as approved by the Georgia Peace Officer Standards & Training Council (GPOSTC).
- B. To provide guidelines for the application, selection and training of the Field Training Officer (FTO).

II. POLICY

- A. It is the policy of this Department that all newly-hired, sworn personnel shall successfully complete the Field Training Program before working independently as a solo police officer and representing the Department.
- B. It is the Policy of the Clayton County Police Department to utilize competent, well trained employees for the field training of Probationary Officers.
- C. It is the policy of this Department that the Chief of Police will designate a departmental Field Training Officer (FTO) Coordinator for the supervision and management of Field Training Officers and to act as a liaison for the Clayton Law Enforcement Academy (CLEA) Staff. [CALEA 33.4.3(c)(d)]

III. DEFINITIONS

Field Training File (ADORE): (Automated Observation Reports and Evaluations) is the program in which stores the PO's individual file pertaining to his/her administered Field Training Program. The file contains, in chronological order, all Daily Observation Reports, Weekly Summary Reports, End of Phase Reports and any related documentation.

Field Training Officer (FTO): A designated police officer of this Department, who is currently assigned to the Uniform Division, tasked with the responsibility of training and evaluating another police officer or probationary officer (PO); pursuant to GPOSTC Rule 464-13-03, the officer must possess a minimum of three (3) years of experience in law enforcement with a minimum of two (2) years with this Department, and complete a GPOSTC Field Training Officer Certification Course (CALEA 33.4.3.[e]).

Fill-in (Alternative) FTO: A designated police officer of this Department who is currently assigned to the Uniform Division, tasked with the responsibility of training and evaluating a probationary officer (PO) on a temporary basis. The officer must have a minimum of two (2) years with the department as a solo patrol officer.

FTO Coordinator: Designated Sworn Personnel of this Department tasked with the responsibility of implementing, monitoring and revising the Field Training Program administered to newly-hired probationary police officers, and supervising each FTO acting in the capacity of a departmental FTO.

FTO Board: A board comprised of the Uniform Patrol Division Commander, Training Division Commander, Uniform Sector Captains, CID Captain, FTO Coordinator, and Academy staff (sworn). The FTO board is tasked with the review of applicants to be appointed with the title and responsibilities of a Field Training Officer. The FTO board will review current FTO's performance and make recommendations

Non-Certified PO: A probationary officer who lacked GPOSTC certification as a police officer at the time of hire.

Pre-Certified PO: A probationary officer who obtained and/or maintained GPOSTC certification as a police officer and has at least two (2) years of law enforcement experience with another agency within the State of Georgia prior to the time of hire.

Probationary Officer (PO): A newly-hired employee who may or may not be GPOSTC certified as a police officer at the time of hire, but gained employment with the intent of being or becoming a police officer, and who must successfully complete the field training program and a probationary period of one (1) year before attaining permanent employment status.

Re-hired PO: A probationary officer who was previously employed with, and has been re-hired by, this Department as an officer, between one (1) to five (5) years since the initial separation, and whose GPOSTC certification status as a police officer was still active at the time of re-hire.

IV. FTO COORDINATOR

The FTO Coordinator's basic duties and responsibilities are, but not limited to, the following:

- A. Reports directly to the Academy Director regarding all Field Training Officer (FTO) and Field Training Program matters, procedures and processes;
- B. Maintains a roster of all active FTO's; and
- C. Monitors and supervises, as necessary, all FTO's who are actively serving in the capacity of an FTO.
- D. Coordinates and develops certification and professional development programs and courses for FTO's as needed to ensure compliance with all applicable state FTO requirements and to maintain all requisite skills and knowledge needed to be an effective FTO.

V. FIELD TRAINING OFFICER (FTO)

The principles of the Field Training Program are established by the GPOSTC Field Training Officer Certification Course.

The appointment of an officer as a FTO is not a promotion. FTO status may be awarded or withdrawn with the recommendation of the FTO Board and at the discretion of the Uniform Division Commander, Deputy Chief of Police or Chief of Police.

A. FTO Selection Process [CALEA 33.4.3(b)]

1. Time in Service Requirements

- a. Pursuant to GPOSTC Rule 464-13-.03, in order to be considered for an FTO position, an officer must have the following:

- 1) Possess a minimum of three (3) years of experience in law enforcement;
- 2) Minimum of two (2) years with the Department.

- b. Departmental Time in Service Requirements

- 1) Any break in service during employment with this Department may require the officer to attend refresher FTO training.
- 2) Military Leave does not constitute a break in service for the purposes of this policy. However, an FTO returning from military service (i.e., deployment; extended training; etc.) may be required to attend refresher FTO training.

2. Performance Standards Requirements

In addition to the time in service requirements, an officer must meet the following performance standards:

- a. The officer must have applied for the State FTO Certification through GPOSTC before being eligible for this FTO position.
- b. The officer shall have received a minimum rating of thirty-five (35) or greater on his/her two (2) most recent Annual Performance Evaluations.
- c. The officer must be able to perform the essential functions of a FTO.
- d. The officer must have no adverse disciplinary action resulting in a suspension of more than three (3) days in duration or in total, within the last two (2) years of service, prior to consideration for appointment as a FTO.
- e. The officer must not have a pattern of negligent or reckless driving.
- f. The officer must be a GPOSTC-certified law enforcement officer in good standing.
- g. The officer must have a history of maintaining departmental training standards.
- h. If a candidate officer has an active or open departmental investigation (e.g., criminal, internal complaint, etc, the decision to prohibit that candidate from being an FTO will be determined on a case-by-case basis, based on the severity, type of complaint and totality of the circumstances, by the FTO Board.

3. Consideration

- a. An officer who meets the aforementioned time in service requirements and performance standards and desires to be an FTO must submit a Memorandum of Interest to his/her Shift and/or Unit Commander. An employee is only permitted to submit one (1) Memorandum of Interest every six (6) months.
- b. Upon receipt of the Memorandum of Interest, the Shift and/or Unit Commander shall verify that the interested officer meets all time in service and performance standards required for consideration to become a FTO. The Shift and/or Unit Commander will verify that the interested officer meets all of the aforementioned criteria and submit a recommendation via chain of command to the Division Commander who will present all approved FTO candidates to the FTO Board.
- c. Selection to become a FTO

If the interested officer is selected by the FTO Board to become a FTO, his or her name will be forwarded to the Chief of Police for consideration for appointment. The Chief of Police is the final authority for FTO appointment.

The corresponding Memorandum of Interest and any other supporting documentation will be forwarded through the chain of command to the officer's personnel file. Copies of the documentation will be forwarded to the departmental FTO Coordinator. It is recommended that a copy be maintained in the shift and/or unit file of the selected officer.

d. Rejection from becoming a FTO

If at any time during the selection process an interested officer is not selected to become a FTO, the party responsible for making such determination (e.g., Shift and/or Unit Commander; FTO Board; etc.) will inform the officer of the reason(s) for rejection in writing (memorandum). Guidance and/or recommendations may be included in the memorandum to assist the officer with recognizing areas in need of improvement for consideration in the future. The Shift and/or Unit Commander will forward his/her reason for rejection and the officer's Memorandum of Interest, and any other supporting documentation, through chain of command to the officer's personnel file. A copy will be forwarded to the FTO Coordinator. It is recommended that a copy be maintained in the shift and/or unit file of the rejected officer.

B. Revocation of FTO Status

An officer's FTO status may be revoked for any reason that may negatively affect an FTO's ability to train a PO. This may occur following a Field Training Program Review after a FTO or PO has been removed from the program. The reason for the revocation will be documented in the concerned FTO's personnel file by the concerned Division Commander after such decision is made, if applicable.

1. The FTO Supervisor, Shift and/or Unit Commander, higher ranking commander or FTO Coordinator may recommend, in writing through the chain of command, the permanent revocation of any officer's FTO status.

Only the Chief of Police may revoke an officer's FTO status.

2. The concerned Shift and/or Unit Commander, or higher ranking commander, may temporarily relieve an officer of his/her FTO status, dependent upon the circumstances. If the Department is conducting an active investigation (e.g., criminal, internal complaint, etc.) that may affect an FTO's ability to train a PO, the FTO Coordinator, Uniform Division Commander, Deputy Chief and Chief of Police shall be notified by the Office of Professional Standards (OPS) Commander, as soon as immediately possible in order for command to determine if revocation or temporary relief is necessary.

C. Deactivation of FTO Status Requests

Any officer who is an active FTO may request, in writing through chain of command, that his/her FTO status be deactivated so as to prevent himself/herself from training another PO in the future. This administrative action is not the same as revoking an officer's FTO status.

1. An officer's FTO status will remain active, and/or automatically renewed, until a request for it to be deactivated has been submitted, reviewed and granted by the concerned Division Commander. Any submitted requests for deactivation of an officer's FTO status will be forwarded, via chain of command, immediately to the FTO Coordinator and concerned Division Commander.
2. Unless directed by the concerned Division Commander, the FTO is obligated to continue and complete the Field Training Program of a currently-assigned PO, even after a letter requesting deactivation was submitted and/or after a deactivation of FTO status is granted, if applicable.
3. Documentation of the request for deactivation will be forwarded to the Chief of Police. Appointment of FTO status will be suspended until the officer submits a request following the guidelines set forth in V.A.3. of this policy, for consideration of reactivation of FTO status.

D. FTO Uniform Patch or Rocker

An active FTO may wear the departmentally approved FTO insignia on the Class A Uniform to indicate they are an FTO only after being officially appointed by the Chief of Police.

If the status of an officer changes, i.e., promotion, revocation of FTO status, the officer shall have the insignia removed from the uniform. The officer shall immediately make arrangements with the department's Quartermaster to facilitate the removal of the insignia.

E. FTO In-Service Training [CALEA 33.4.3(e)]

1. Prior to an FTO training a PO they will complete a GPOSTC Field Training Officer Certification Course.
2. The FTO Coordinator may require any FTO or FTO supervisor to attend training specifically designed to improve the Field Training Program or the performance of a FTO. Failure of a FTO to attend training when requested or instructed to do so may constitute cause for revocation of an officer's FTO status.
3. The FTO Coordinator will meet with all current FTO's and FTO supervisors annually. This meeting will be either a formal meeting with minutes, or formal training for GPOSTC credit with a lesson plan and class roster. The purpose of the in-service meeting or training is to discuss PO training issues and any

additional training requirements pertinent to the FTO process. Every effort will be made to keep FTO's prepared and informed in order to properly undertake PO training. Updates to the training program, legal or otherwise, will be addressed with appropriate written documentation.

VI. FILL-IN (ALTERNATIVE) FTO

- A. The selection of an officer as a fill-in or alternative FTO is not a promotion. This status may be awarded as indicated within this policy and at the discretion of the Uniform Division Commander, Deputy Chief of Police or Chief of Police.
- B. Due to the challenges that may arise as it relates to the FTO to PO ratio, there may be times when there is a need to have additional non-appointed personnel fill-in as Field Training Officers so as not to adversely affect the Probationary Officer's continuity of training. The following criteria are requirements for personnel to be authorized to be a FTO alternate or fill-in:
1. The officer must be a POST –certified law enforcement officer in good standing.
 2. The officer must be current on departmental training standards.
 3. Minimum of two (2) years with the department as a solo patrol officer.
 4. The officer shall have received a minimum rating of thirty-five (35) or greater on his/her two (2) most recent Annual Performance Evaluations.
 5. The officer must be able to perform the essential functions of a FTO.
 6. The officer must have no adverse disciplinary action/s resulting in a suspension of more than three (3) days in duration or in total within the last two (2) years.
 7. The officer must not have a pattern of negligent or reckless driving.
 8. The officer must not have an active or open departmental investigation in which could result in a suspension of more than three (3) days.
 9. Must have completed and passed the Clayton County Police Department's Field Training Officer Course.
 10. Must have a memorandum endorsed by the officer's chain of command, to include the concerned Deputy Chief, authorizing the officer to serve as an alternate, fill-in FTO providing all above requirements are met.

VII. PROBATIONARY OFFICER (PO) TRAINING

- A. Non-certified PO training

1. Once employed, a non-certified PO must attend and successfully complete the first available Basic Law Enforcement Training Course (BLETC) as provided by the Clayton Law Enforcement Academy (CLEA), or a departmentally-approved and GPOSTC-recognized academy.
2. Upon successful completion of BLETC, the PO will begin and must successfully complete the Field Training Program.
3. Non-certified PO's must successfully complete BLETC and the Field Training Program before functioning in the capacity of a solo officer, on or off duty.

B. Pre-certified PO training

1. A pre-certified PO who served as a police officer in another state is responsible for obtaining GPOSTC certification prior to beginning the Field Training Program and may require him/her to attend and successfully complete BLETC.
2. Once employed, a pre-certified PO must successfully complete firearms qualification, departmental Use of Force training and the Field Training Program.

C. Re-Hired PO training

It is the responsibility of the re-hired PO to ensure that his/her GPOSTC certification as a police officer is still active/current. Once employed, a Re-Hired PO must successfully complete the Field Training Program.

VIII. FIELD TRAINING PROGRAM

A. General Program Procedures

1. Generally, each PO will be assigned to the Uniform Division for the duration of the program.
2. The PO will remain with and under the direct supervision of a FTO at all times while on duty, and until successful completion of the Field Training Program is achieved. Only when the FTO is rendered incapable of providing direct supervision will there be an exception to this policy.
3. During the Field Training Program, the PO and FTO will rotate field assignments, i.e. sectors, beats and when feasible shifts, to familiarize the PO with all possible duty assignments. [CALEA 33.4.3(f)]
4. If circumstances arise which necessitate the separation of the PO from the assigned FTO, a written memorandum detailing the reason(s) for the separation will be completed by the Shift and/or Unit Commander and forwarded to the FTO Coordinator and Uniform Division Commander. It will

be the discretion of the concerned Division Commander to separate the PO from the assigned FTO. A new FTO, if necessary, will be assigned by the concerned Division Commander.

5. During the Field Training Program, FTO will ensure that PO has been given the instruction, demonstration and supervision necessary to perform the tasks and job assignments required of a patrol officer. Training will continue until the PO has satisfactorily demonstrated the ability to perform all tasks associated with the Training Task Checklist. All related documentation must include all pertinent details before any determination will be made that a PO does not possess the knowledge, skill and/or ability to successfully complete the program.
6. The FTO and PO shall attend a minimum of two (2) training sessions at the Larry Young Firing Range during the FTP. The concerned Shift and/or Unit Commander is responsible for scheduling these firearms training sessions as well as ensuring that the FTO and PO attend.

This firearms training is in addition to the firearms training requirements set forth in standard operating procedure *F3: Firearms*.

B. Duration of the Field Training Program [CALEA 33.4.3(a)]

The duration of the Field Training Program for a PO is a minimum of ten (10) weeks or fifty (50) training days for eight (8) hour shifts and forty (40) training days for ten (10) hour shifts. Regardless of which shift assignment, a PO must have accumulated at least 400 hours of training.

1. Phase 1 (Training Phase)
Weeks 1 through 6 (DOR 1-30)
 - a. The Field Training Program begins with the FTO utilizing the Master Training Plan (MTP) and the Training Task Checklist.
2. Phase 2 (Evaluation Phase)
Weeks 7 through 10 (DOR 31-50)
 - a. The FTO continues training the PO utilizing the Master Training Plan and Training Task Checklist.
 - b. The PO will be evaluated in all applicable rating categories. The FTO shall provide an explanation and demonstration for all related tasks from the Master Training Plan (MTP) and Training Task Checklist. This training is comprised of specific instructions outlined in the Master Training Plan (MTP). Following each exercise, the PO must satisfactorily perform all tasks within program guidelines and may be required to recall specific lessons and/or be subjected to verbal and/or written examinations.

For the PO to take ownership and be checked off for the completion of any task listed on the Training Task Checklist, he/she must receive a rating of three (3) or higher in all critical task areas.

- c. When the Training Task Checklist is completed, the PO functions in a closely supervised, but somewhat independent capacity. The PO should function as the primary officer during all calls for service.
- d. In order for the PO to be released from Field Training Program to solo patrol, he/she must receive an average performance rating of 3 or higher in all rating categories during the last (2) weeks of training.

3. Phase 3 (Extension Phase)

Week 11 (DOR 51 - 55)

Week 12 (DOR 56 - 60)

- a. The first extension, Phase 3, is a minimum of five (5) working days not to exceed ten (10). Extensions will be in one-week increments, on a case-by-case basis. In order for the PO to be released from Field Training Program to solo patrol, after being extended, he/she must receive an average performance rating of three (3) or higher in all rating categories during the last two (2) consecutive weeks of their training.
- b. The PO should function as the primary officer during all calls for service to achieve this goal.

4. Phase 4 (Final Extension)

Week 13 (DOR 61 - 65)

Week 14 (DOR 66 - 70)

- a. The final extension, Phase 4, is a minimum of five (5) working days, not to exceed ten (10). Extensions will be in one-week increments, on a case-by-case basis. In order for the PO to be released from Field Training Program to solo patrol, after being extended, he/she must receive an average performance rating of three (3) or higher in all rating categories during the last two (2) consecutive weeks of their training.
- b. The PO should function as the primary officer during all calls for service to achieve this goal.

C. Extension/Shortening of the Field Training Program [CALEA 33.4.3(a)]

1. Extension of the Program

- a. The duration of the program can be extended up to four (4) additional weeks, Phase 3 and Phase 4 as necessary. Extensions will be in one-week increments of training. Extensions will be determined on a case-by-case basis, and supported by documentation from the FTO and Shift Supervisor or Shift Commander.

- b. Any extension of the Field Training Program requires the assigned Field Training Officer (FTO) to complete a written memorandum detailing the reason(s) for any requested extension(s) of the program. The original memorandum will first be forwarded to the Shift and/or Unit Supervisor, Sector and Division Commander, followed by the FTO Coordinator. The original memorandum will be filed in the Field Training File and a copy will be forwarded via concerned PO's chain of command to the Division Commander.
- c. The Shift and/or Unit Commander shall complete a written memorandum which will state and detail his/her concurrence or opposition to the requested extension. A copy shall be forwarded to the FTO Coordinator.
- d. After acknowledgement, the written memorandum(s) shall be incorporated into the PO's field training file.

2. Shortening of the Program

- a. The duration of the Field Training Program cannot be shortened for probationary officers who were not pre-certified at the time of hire.
- b. The program can be shortened for those probationary officers who were pre-certified at the time of hiring. The shortening of the program may be requested by the FTO in writing once the FTO and PO have satisfied the following requirements:
 - 1) PO has completed the entire Training Task Checklist;
 - 2) Training Task Checklist (document) is up to date;
 - 3) PO has completed a minimum of six (6) weeks of the program; and,
 - 4) During the final two (2) weeks, PO has received an average score of 3 or higher in all rating categories.
- c. If the requirements are met, the FTO's request will be forwarded to the Sector Commander, Division Commander and FTO Coordinator for initial approval. If the Sector Commander, Division Commander or FTO Coordinator denies the request, the Field Training Program will continue as planned.

If the FTO Coordinator gives initial approval, the request will be forwarded to the Deputy Chief of Field Operations for final authorization.

D. Evaluation & Documentation during Field Training Program [CALEA 33.4.3(g)]

1. Evaluation

- a. The FTO will critique and evaluate the performance of the PO on a daily basis.
 - b. The FTO shall rate **each** task from the Training Task Checklist and/or call for service using as many of the program rating categories as possible. Each completed training day requires the FTO to calculate the average performance rating for each rating category. The averages are placed on the front of each DOR.
 - c. The PO will be evaluated fairly. The FTO shall avoid the Error of Central Tendency. Every PO performs differently based on strengths and weaknesses. It is impossible for any PO to score the same performance rating in every category, on every call, every day.
2. Documentation during Field Training Program [CALEA 33.4.3(h)]

- a. The FTO shall train and instruct the PO based on the Master Training Plan (MTP) developed by the Department while utilizing the Training Task Checklist. If a lesson from the MTP is not instructed for any reason, a *Daily Training Plan (DTP)* will be completed by the FTO. The DTP will detail what lesson(s) was/were not instructed, the reason(s) for not instructing each lesson, and when each missed lesson will be instructed.

Throughout the Field Training Program the FTO shall sign each task on the Training Task Checklist as they are completed. The FTO will also sign the dates of explanation (E), demonstration (D), and performance (P) for each task.

- b. The FTO will complete a Daily Observation Report (DOR) each day the PO is assigned to the Field Training Program and trains with an FTO. If the PO is not training with an FTO but in attendance, (e.g., attending other training, annual leave, sick leave, etc.) then it may be documented on a daily training plan. Normal off days will not be documented on a DOR. The DOR documents the activities, instructions, lessons, performance and other training (i.e., firearms training, etc.) of the PO during each corresponding work day. If the PO does not train under the supervision of an FTO on a work day and/or receive a non-evaluation day; no DOR number will be assigned for that day. The PO will read and sign each DOR as they are completed **daily** and prior to weekly evaluation meetings and/or sessions.

The designated FTO supervisor will review each DOR daily for accuracy, clarity and thoroughness, and may require the FTO to correct or include any information in question. The FTO supervisor will initial each DOR he/she approves in the Field Training File.

- c. The FTO will complete a Weekly Summary Report (WSR) for each week the PO completes during the Field Training Program. Each WSR

must be signed and approved by the Chain of Command review before they may be incorporated into the Field Training File.

During the Field Training Program, the FTO will include all applicable performance ratings or weekly rating averages on the WSR. The FTO will notate the strongest and weakest areas of performance on the WSR in the comments section.

- d. On a weekly basis, following the weekly meeting, the FTO will forward the WSR via the concerned Chain of Command for review, and directly to the departmental FTO Coordinator.

Upon receipt, the FTO Coordinator will review the WSR for any errors. If errors are discovered, the WSR will be returned immediately to the FTO for corrections. If no errors are discovered, the FTO Coordinator will forward the WSR to the concerned Division Commander for approval. Upon completion, the WSR will be incorporated in the PO's Field Training File.

- e. Upon completion of the training phase, the FTO will complete a *Probationary Officer Status Report* and forward it, via chain of command, to the concerned Shift and/or Unit Commander, Sector Commander, Division Commander and FTO Coordinator for review and approval. Once approved by the FTO Coordinator, he/she will forward the *Probationary Officer Status Report* to the concerned, Deputy Chief of Police of Field Operations, and Chief of Police. Once reviewed and acknowledged by the chain of command, up to and including the Chief of Police, the *Probationary Officer Status Report* shall be returned to the FTO and incorporated in the Field Training File.
- f. Upon completion of the Field Training Program and all required documentation has been approved and signed within the Field Training File, to include the Probationary Officer Status Report, the FTO and FTO Supervisor will review all documentation from the Field Training Program, including the review of each DOR, DTP, and WSR, and the Training Task Checklist, to ensure it is complete.

The completed Field Training File will then be forwarded via chain of command to the Shift and/or Unit Commander, Division Commander and the FTO Coordinator for review and approval. The FTO will make corrections and/or editions, as necessary, when instructed to do so by his/her chain of command or the FTO Coordinator.

Once approved by the FTO Coordinator, the Field Training File will be forwarded to the Deputy Chief of Police and Chief of Police for final review and approval. Once approved by the Chief of Police, the Field Training File will be forwarded to the Training Unit Commander for filing.

E. Supervisory Responsibilities during Field Training Program

1. The designated FTO supervisor shall supervise the FTO on a daily basis.
2. The Shift and/or Unit Commander will conduct a weekly evaluation meeting with the FTO and PO and meet with them separately and jointly to address all related topics, concerns and/or overall progress. During the weekly meeting the Shift and/or Unit Commander will complete the following:
 - a. Review the Training Task Checklist to monitor overall progress, confirm tasks are being initialed as they are completed, and confirm consistency with corresponding DOR documentation;
 - b. Review all corresponding DOR's;
 - c. Review the corresponding WSR; and
 - d. Document any related comments or pertinent information on the WSR, as necessary.

Refer to B11 Disciplinary Procedures: Use of Significant Incident Logs for review of FTO performance during the Field Training Program.

3. The concerned Shift and/or Unit Commander, Sector Captain and Division Commander will be kept apprised of the progress of each PO by the utilization of Field Training Program documentation (e.g., WSR, *Probationary Officer Status Report*, etc.).
4. In the event of any notable issues with the PO, the FTO will immediately notify and brief the FTO Supervisor, or Shift and/or Unit Commander. At the discretion of the FTO Supervisor or Shift and/or Unit Commander, the FTO may be required to summarize any notable issues in a departmental memorandum; however, that does not absolve the FTO from incorporating the issues into Field Training Program documentation.

F. Release of PO from Field Training Program

1. The release of a PO to solo patrol signifies that he/she successfully completed the Field Training Program.
2. Once the Probationary Officer Status Report is signed and dated by the Shift/Unit Commander, recommending the Probationary Officer for solo patrol, it will be forwarded to the Sector Commander for review. Upon review by the Sector Commander, the Probationary Officer will be assigned a solo patrol date and the file will be forwarded to the Division Commander. After review of the form, the Division Commander will forward this document with a memo to the Administrative Front Office for a Personnel Action form to be completed.

See policy C1: Personnel for submission of Personnel Action forms upon release of solo patrol.

3. The Field Training Program shall not be considered completed until the Field Training File is complete with all required documentation, to include the *Probationary Officer Status Report*. The concerned Shift and/or Unit Commander will forward the completed Field Training File directly to the FTO Coordinator for review and approval.

The FTO Coordinator will review the Field Training File to ensure accuracy and that all required documentation has been incorporated. Should he/she discover any errors or missing documentation, the Field Training File will be returned immediately to the FTO for corrections via the FTO's chain of command.

Once corrections are made, if necessary, the Field Training File will be returned directly to the FTO Coordinator for review and approval.

4. During the process of the Field Training File review, the FTO and PO will function as a single, two-officer unit.

The PO will not be released to solo patrol, and is prohibited from functioning as a solo officer, or independently, until the release has been authorized in writing by the concerned Division Commander.

5. Once a PO successfully completes and is released from the Field Training Program he/she will receive a duty assignment from the concerned Division Commander.

G. Continuous Evaluation of PO during Solo Patrol

Though a PO may have successfully completed the FTO Program and was released to function independently as a solo officer, he/she will be continuously and regularly evaluated throughout his/her entire probationary period.

- a. Following the successful completion of the Field Training Program by the PO and his/her release to solo patrol, a concerned shift and/or unit supervisor shall complete a Monthly Evaluation Form each month for the PO throughout the duration of his/her probationary period. Supervisors may also complete and attach, as necessary, any supporting documentation pertaining to the content of the Monthly Evaluation Forms.

The Monthly Evaluation Form shall be submitted, via chain of command, for approval and filing. The original Monthly Evaluation Forms shall be filed and maintained in the corresponding personnel file of the PO. Copies of Monthly Evaluation Forms shall be maintained by the concerned Shift and/or Unit for each PO under their direct supervision for the entire probationary period.

- b. This evaluation may be used to determine if the PO requires additional training, to include, but not limited to, the FTO Program again, in whole or in part. Should the continuous evaluation of the PO reveal the need for additional FTO Program training, a memorandum of recommendation detailing the information supporting such recommendation shall be completed by the concerned Shift and/or Unit Commander and submitted, via chain of command, to the Division Commander. Copies of all Monthly Evaluation Forms shall be attached to the memorandum. It shall be at the discretion of the concerned Division Commander to mandate additional FTO Program training for the PO.
- c. All documentation pertaining to a recommendation for additional FTO Program training shall be incorporated into the Field Training File of the PO. This will include all Monthly Evaluation Forms, Training & Coaching Forms, and any supporting documentation from the time period resulting in the need for additional FTO Program training.

All documentation from the additional FTO Program training of the PO shall be incorporated into the original Field Training File.

H. Removal of FTO or PO from Field Training Program

1. The removal of a PO from the Field Training Program signifies that he/she did not successfully complete the program. The removal of a FTO from the Field Training Program signifies that he/she did not adequately perform in the capacity of a FTO and/or was incapable of continuing as a FTO due to the circumstances.
2. All removals must be authorized by the Chief of Police, or designee. However, the concerned Shift and/or Unit Commander may make temporary assignments or reassignments within the shift and/or unit until the final decision.

3. Removal of FTO

The removed FTO will not be eligible to train another PO until an FTO Review has been completed, FTO Coordinator has recommended it, and the concerned Division Commander has authorized it in writing. The concerned Sector Commander (or captain or equivalent) will reassign the affected PO to another FTO to complete his/her Field Training Program. Shift and/or Unit Commanders have the authority to make temporary reassignments until the Sector Commander can make a the decision.

4. Removal of PO

If a PO has failed to meet the requirements of the Field Training Program, the FTO shall complete a typed memorandum detailing the circumstances, evidence and reasons for such failure and recommending that the PO be removed from the program. The memorandum shall be forwarded via chain of command to the Shift and/or Unit Commander for review. If the Shift

and/or Unit Commander concurred with the recommendation, a meeting between the PO and concerned Division Commander will be scheduled immediately. The PO will be advised of when and where to report for the meeting which will include the Deputy Chief of Police. All related documentation supporting the recommendation to remove the PO from the program will be provided to the Division Commander prior to the meeting.

5. The concerned Division Commander and Deputy Chief will provide the Chief of Police with their recommendation(s) regarding the removal of the PO from the program. The Chief of Police will make a final determination as to the continued Field Training Program and/or employment status of the PO. If the Chief of Police determines that the PO is incapable of performing adequately as a police officer, a decision to terminate employment may be made.

J. Field Training Program (FTP) Review required after Removal

1. The FTP Review is conducted immediately after a FTO or PO is removed from the Field Training Program for performance or other related issues preventing the successful completion of the program. The FTP Review is intended to scrutinize program content and guidelines, as well as the skills, knowledge and abilities of the PO and FTO. Deficiencies discovered in the Field Training Program design or curriculum during the review will be noted, considered and/or modified, as necessary, with assistance from the FTO Coordinator.
2. The concerned Shift and/or Unit Commander will conduct the FTP Review which will include interviews of the FTO and PO, review of all related documentation, and the completion of a memorandum summarizing his/her findings. The memorandum shall be forwarded to the FTO Coordinator and concerned Division Commander.

IX. FTP File (ADORE)

A. Field Training Program Documentation & Forms

The Field Training Program and all Field Training Files will be documented using the Automated Observation Reports and Evaluations (ADORE) online program. The ADORE program is set up to match those authorized forms utilized by the department.

Only those forms authorized by this policy will be utilized during the Field Training Program by departmental personnel. The forms will be used and completed by the FTO, with the exception of specified signatures and/or initialing, to document the Field Training Program and progress for each PO.

The following appendixes are the only forms authorized to document the Field Training Program:

Appendix A: Probationary Officer Status Report

Appendix B: Field Training Task Checklist [9 pages]
Appendix C: Daily Observation Report (DOR) Page 1
Appendix D: Daily Observation Report (DOR) Page 2 single continuation
Appendix E: Daily Observation Report (DOR) Page 3 multi-continuation
Appendix F: Daily Training Plan (DTP)
Appendix G: Weekly Summary Report (WSR) [2 pages]
Appendix H: Detective Training Program Manual
Appendix I: Master Training Plan (MTP) [18pages]

All FTP forms shall be completed in the manner as explained and instructed during FTO training.

- B. It is the responsibility of Training Unit Commander to maintain the official copy of the authorized departmental FTO Manual. It includes the departmental procedures for the administration of the Field Training Program. Any other Field Training Program procedures are prohibited, unless specifically authorized by the Chief of Police in writing.

The FTO Coordinator may amend or revise, as necessary, the FTO Manual by presenting suggested revisions to the Chief of Police, or designee.

- C. The FTO Manual serves as a training resource and a reference manual for the active FTO and the chain of command, as well as serves the administrative purpose as part of the standard operating procedure for the Field Training Program and process.

The FTO Manual addresses the guidelines for PO evaluations by the FTO, as well as the reporting and documentation responsibilities of the FTO and others within the concerned chain of command.

X. DETECTIVE TRAINING PROGRAM for Criminal Investigations Division (CID)

Detective Training Officers (DTO) will provide field training to all Detectives in Training (DIT), and may provide such training to detectives in need of additional instruction. In order for any current detective to function as a DTO, he/she must be a current, POST-certified Field Training Officer (FTO).

The CID Training Program will be conducted in accordance with the current CID Training Program Manual, dated August 24, 2020. It is available for viewing and use on the departmental intranet: <http://ccpd/>

See *Appendix H* of this procedure for the current CID Training Program *Manual*.

XI. CANCELLATIONS

- A. This procedure amends and supersedes the following standard operating procedure:

F2: Field Training Program, dated February 6, 2020.