

Cocoa Beach Police Department

Standard Operating Procedure



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Subject: Field Training and Evaluation Program		Re-evaluation Date: 2022
Distribution: ALL PERSONNEL	Related Standards: 10.07M	

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Policy
4. Definitions
5. Objectives
6. Procedures
7. Program Structure
8. Duties and Responsibilities
9. Recruit Officer Rules and Conduct
10. Appendices
11. References

1. PURPOSE

The purpose of this policy is to define the duties, responsibilities and conduct of Department personnel and establish procedures, structure and guidelines regarding the Field Training and Evaluation Program.

2. SCOPE

The provisions set forth herein apply to all sworn employees of the Department.

3. POLICY

It shall be the policy of the Cocoa Beach Police Department to provide newly hired law enforcement recruit officers with standardized on-the-job training designed to acquaint them with agency policies, procedures, rules and regulations necessary to enable them to perform at sufficient level of job competency. Recruit officers are required to successfully complete the Field Training and Evaluation Program prior to being released for duty as a solo officer.

4. DEFINITIONS

- A. Accelerated Field Training and Evaluation Program - This is a program designed for previously trained and experienced recruits. It's operation functions similar to that of the Field Training and Evaluation Program however, is administered at an accelerated rate.
- B. Field Training Coordinator - A supervisor assigned by the Chief of Police or designee who is responsible for the coordination and supervision of the Field Training and Evaluation Program. (CFA 10.07MC)
- C. Field Training and Evaluation Program - An eleven week, four-phase rotation program specifically designed to provide on-the-job training and evaluation of full-time sworn recruit officers and/or part-time sworn officers for assignment as a solo patrol officer.
- D. Field Training Manual - The Field Training Manual provides guidelines and procedures for the administration of the Field Training and Evaluation Program. The manual contains criteria for the evaluation of recruit officers, comprehensive checklists and other materials required for completion of the Field Training and Evaluation Program. The manual outlines the selection criteria, responsibilities and training requirements of the Field Training Officer.
- E. Field Training Officer (FTO) -The FTO is an experienced law enforcement officer assigned by the Chief of Police, or designee, responsible for providing on-the-job training and evaluating recruit officers' performance. FTO assignments shall be made prior to scheduling a Recruit Officer's training.
- F. Recruit Officer - A newly hired full-time or part-time sworn member who is undergoing preliminary department training in the Field Training and Evaluation Program. The recruit officer

may also be referred to as a trainee. Part-time members shall undergo the same training as that of full-time members and all documentation shall be maintained in the same manner.

5. **OBJECTIVES**

In order to support the Police Mission, the Field Training and Evaluation Program has been designed to meet the following objectives:

- A. To produce a highly trained and positively motivated police officer, capable of meeting or exceeding standards of performance required by the Cocoa Beach Police Department.
- B. To provide standardized training to all newly hired police officers and to allow for remedial training in those areas where deficiencies are identified.
- C. To build on the foundation of knowledge provided by having attended the Florida Basic Recruit Training Program.
- D. To augment the department's employment screening process by providing on-the-job observation and evaluation of the recruit officer.
- E. To establish an evaluation system that is job related and valid, utilizing standardized guidelines to evaluate performance.
- F. To provide the best opportunity for the recruit officer to successfully complete the required probationary period and a mechanism to terminate the individual who is unable to meet the department's expectations.
- G. To provide the opportunity for qualified police officers to develop the basic leadership skills necessary in order to pursue future advancement opportunities.
- H. To maintain and improve the efficiency and effectiveness of the Department by enhancing the climate of professionalism with an emphasis on exceptional service to the community.

6. **PROCEDURES**

A. Introduction:

Law enforcement academies are responsible for producing qualified police officers. However, it would be unrealistic to believe that every police cadet has absorbed, retained and is prepared to apply the information presented during their academy training. Since the consequences of a police officer's actions can be very serious, the Cocoa Beach Police Department has instituted the "Field Training Evaluation" concept with two purposes in mind:

- 1. By continual evaluation of a Recruit Officer's performance under actual field conditions, specific weaknesses or deficiencies can be identified and remedial training programs developed if needed.
- 2. By continual evaluation, those individuals who are unable to attain the level of proficiency expected of a Cocoa Beach Police Officer may be identified and terminated. Though not capable of capturing every situation, the Field Training Manual issued to Recruit Officers is used to instruct and guide them in various duties which they will perform during their law enforcement careers. The manual will help the officer to build a good foundation for his/her future activities on the job.

The Field Training Officers have received advanced training in this area and have been carefully selected to do the on-the-job training. The Recruit Officer is expected to have available the Field Training Manual at all times and be prepared to show it upon request. FTOs and supervisors will conduct regular checks on the training manual to ensure that sufficient progress is being made.

The broad background of knowledge needed by the recruit officer cannot be gained entirely on the job or at the Police Academy. Reference to various sources is made for this purpose in the reference material located in the Field Training Manual. Additionally, Recruit Officers will have access to the Cocoa Beach Police Department's Standard Operating Procedures in PowerDMS for ready reference. Recruit Officers will be verbally tested to ensure that they are retaining and taking full advantage of the information and training provided to them.

B. Selection Criteria and Training of Field Training Officers: (CFA 10.07MA)

Officers wishing to fulfill a position as an FTO shall:

- 1. Must be recommended by a Department supervisor
- 2. Must be a non-probationary sworn officer with the Department
- 3. Must have served a minimum of twelve (12) months with the Department
- 4. Submit a memo via the chain of command to the Chief of Police requesting consideration
- 5. Once approved by the Chief of Police, the officer will attend a certified Field Training Officer course in accordance with Criminal Justice Standards and Training Commission. (CFA 10.07MB)

6. Upon successful completion of an FTO course the assignment of an FTO is at the discretion of the Chief of Police.
- C. Evaluation of Recruit Officers: (CFA 10.07ME)
1. A Recruit's progress is monitored by daily observations prepared by the Field Training Officer and weekly evaluations prepared by the shift supervisor. Evaluations are completed by observing the Recruit Officer perform police tasks under field conditions. The total of the day's performance in an evaluation area is then given a numerical rating between "one" and "seven." The exact numerical rating (1, 2, 3, 4, 5, 6 or 7) must be determined by conformity with the Standardized Rating Guidelines contained in the manual. As a result, many evaluation areas will remain below the level "4" rating in the early phases of the program. The goal is that by the end of the third phase, all areas are consistently rated at a level "4" rating or above. The numerical rating of "4" indicates that the day's performance in that area represents an acceptable level of job competency. Acceptable or unacceptable ratings are never given on the basis of the performance expected from a recruit officer. The daily evaluation conducted by the Field Training Officer is recorded on the front of the *Daily Observation Report (DOR)* (Appendix A). The appropriate documentation to substantiate the day's evaluation is recorded on the back of the form. Each evaluation is signed by the Field Training Officer and by the Recruit. The Recruit's signature indicates that they were shown the evaluation, allowed to review its content and acknowledge its ratings.
 2. The *DOR* must only indicate that day's performance and should never indicate an opinion of the Recruit's overall ability. Further, a Recruit should never receive a rating in an evaluation area in which they did not actually perform on that particular day. It is very important to remember that an evaluation is for that day only. For example, if a Recruit consistently performs at a "2" and "3" level in report writing, and one particular day the Recruit writes reports which are a "4" level, they must be given the "4" rating for that day, even though the Field Training Officer may believe that their overall ability is still at a "2" or "3" level. The same would be true if the Recruit consistently produces "4" level reports and on one day the reports produced were a "2" level. The Field Training Officer must give the "2" for that day even though they feel sure that the Recruit's overall ability is an acceptable "4."
 3. Whenever a rating of 1, 2, 6 or 7 is given, the Field Training Officer must document that rating on the back of the observation form. The documentation must explain the actual performance which resulted in the rating. If a rating of 1 or 2 is given, further documentation is required for each day. If a rating of 6 or 7 is given for five consecutive days, further documentation is not necessary and the Field Training Officer will indicate the area followed by the letters "PC" (previously commented) on the back of the observation report. If a lower rating is then given, an additional five days documentation would be required before the "PC" documentation could be resumed. Comments on the rating levels 3, 4, and 5 are strongly encouraged.
 4. Each day the Field Training Officer will indicate the Recruit's "most acceptable performance of the day" and their "least acceptable performance of the day." Comments may result from actual performance or from verbal testing of knowledge.
 5. The weekly evaluation prepared by the Shift Supervisor is recorded on the *Supervisor's Weekly Report* (Appendix B). The evaluation is conducted in the same manner as the *DOR*, except that the evaluation covers the previous weeks training, rather than a single day as reported by the Field Training Officer. The report is used to indicate what areas the Recruit is performing adequately and what areas they are not. The Shift Supervisor also indicates what action is being taken to correct deficiencies and to express their professional opinion as to whether or not the Recruit is progressing at an acceptable rate.
- D. Daily Observation Reports (*DOR*): (CFA 10.07MD)
1. A *DOR* shall be completed by the FTO at the end of each shift. It shall provide essential information to ensure administrative control over the relative progress of each Recruit Officer. In addition to recording his or her progress, evaluations serve to inform the Recruit of his/her performance level at a particular point in time. The *DOR* is essential in identifying training needs and documenting training efforts.
 2. The *DOR* includes thirty-six measurable observations that are subdivided into five categories: Appearance, Attitude, Knowledge, Performance and Relationships. It is important for the Recruit to note that the Standardized Evaluation Guidelines are all performance observations and are designed, as such, to measure the Recruit Officer's ability to perform in the field doing

- standard police tasks. These guidelines shall be used by the FTO to evaluate in terms of performance as a satisfactory solo Police Officer.
3. In addition to the rating scale of performance levels mentioned above, five other categories are provided. These are “NO” (Not Observed), “NRT” (Not Responding to Training), “REM” (Remedial Training), “NAR” (Narrative Comments) and “REM TIME” (Remedial Training Time). These categories are described below:
 - a. **N.O.:** refers to any activity listed on the evaluation that the FTO did not observe sufficiently to rate.
 - b. **N.R.T.:** is applicable after the rater has identified and trained on a specific behavior deficiency. All training given must be supported by appropriate documentation in the related subject area to include remedial training, the numerical score in this subject area should be a “1”. In each case where a Recruit is not responding to training, the FTO will document this on the *DOR* and notify the Recruit of his/her deficiencies and of recommended strategies to correct those deficiencies.
 - c. **REM:** Indicates that remedial training took place in the specified rating category. Any remedial training must be documented on the back of the *DOR* and the amount of remedial time indicated as REM TIME at the right column on the front of the *DOR*.
 - d. **REM TIME:** Indicates the amount of time spent on remedial training for the specified rating category.
 - e. **NAR:** Indicates that there are narrative comments documented on the back of the *DOR* for the specified rating category.
 4. The back of the *DOR* also includes a daily statistics section of which the FTO will document the quantity of work produced by the Recruit for the day. These numbers will be used as reference to determine exactly what documents the Recruit has been producing, what exposure the Recruit has had with certain documents and to determine specific performance areas.
 5. The FTO will go over the *DOR* and counsel the Recruit at the end of each shift on how the Recruit performed during the shift. This will keep the Recruit informed as to how well they are performing and determine any areas that they might need additional instruction or areas that they might be excelling in.
 6. After completion, the FTO and Recruit will sign the *DOR* authenticating its accuracy. The Recruit is responsible for maintaining a copy of the *DOR* in the proper daily order in the Field Training Manual. The Recruit will then submit the original *DOR* and any other documents to the Field Training Coordinator. An additional *DOR Narrative Continuation* (Appendix E) sheet is provided should the FTO require additional room to comment on the *DOR*, this will be attached to the *DOR* and submitted accordingly.
- E. Report Exemplar: (CFA 10.07MD)
The Field Training Officer shall complete and submit a Report Exemplar Coversheet on at least two (2) samples of a completed document per week, written by the Recruit Officer. The document will be rated and submitted as-is, prior to any corrections being made. A copy of the *Report Exemplar Coversheet* (Appendix C) will be attached to each sample report and submitted with the *DOR* for the day.
- F. Supervisor Weekly Report:
The *Supervisor Weekly Report* (Appendix B) is completed on a weekly basis by the current supervisor of the training week. It is similar to the *DOR* in that it addresses performance for the week and objectives to be met. The report is reviewed with the Recruit by the Supervisor; both are required to sign the report.
- G. End of Phase Report: (CFA 10.07MD)
The *End of Phase Report* (Appendix D) shall be completed by the Field Training Officer (FTO) at the end of each phase that they are assigned. This report is to document the Recruit’s overall performance and any deficiencies that the next phase FTO should be aware of. The FTO is to document specific areas that need to be addressed and to provide recommendations to the next phase FTO and Training Coordinator to establish that the Recruit is performing in a manner consistent with the current phase.
- H. Remedial or Extended Training:
 1. During the course of the Field Training Program it may become necessary for an FTO and/or Supervisor to recommend that a Recruit Officer receive remedial training in certain areas or be extended beyond the prescribed program schedule for further evaluation. Areas of consideration include, but are not limited to:

- a. Whether or not the Recruit Officer is responding to training
 - b. Whether or not they are meeting the program expectations
 - c. Whether or not the Recruit Officer even displays the ability to be a Police Officer at this point in the program.
2. The Field Training Officer and/or Supervisor that requests a Recruit Officer receive remedial training or to be extended, will document in detail the reasons for such recommendation on the *End of Phase Report* or *Supervisor Weekly Report*. This recommendation should be discussed with the Field Training Coordinator and the a Major, or designee. If the Field Training Coordinator and a Major, or designee find sufficient documentation that supports the need for an extension and/or additional training, they shall present the recommendation to the Chief of Police who will make the final determination as to what action should be taken.
 3. Should remedial training and or an extension be authorized by the Chief of Police, the Field Training Coordinator and a Major, or designee will establish a plan of action and determine a time frame for completion, taking into account past documentation of the Recruit Officer's performance and areas needing additional instruction. Every effort will be made to ensure that the Recruit Officer receives a fair opportunity to show improvement. When the extension has reached its final allotted time, the Recruit Officer will be reevaluated and the results will be further discussed and a final recommendation will be submitted.
 4. Recommending Termination:
 - a. The decision to terminate will be made only after all reports have been received and have been reviewed by the Field Training Coordinator and Chief of Police. The Chief of Police will have the ultimate decision as to retain or terminate the employment of a Recruit.
 - b. Once the decision has been made to terminate employment, the Recruit will be contacted to report to the Chief of Police, or designee, and be advised of the decision for dismissal. At that time all department issued equipment will be collected. The Recruit, after being informed of this decision, may be informed of their right to resign prior to being terminated.
 - c. This procedure shall be followed for all recommendations of termination during the Field Training and Evaluation Program. Furthermore, this procedure may be followed during and for a period not exceeding the Recruit's probation period.
 - d. Recommendations for termination should be made without prejudice or malice and should be considered necessary for the good of the City and that of the police department.
 5. FTO Program Debrief:

In an effort to ensure quality control of the FTO program the FTO Coordinator shall meet with the Recruit Officer for a FTO Program debrief. The Recruit Officer is requested to honestly appraise and evaluate the FTO Program to include individual FTO performance.

7. PROGRAM STRUCTURE

Recruit Officers are assigned to a shift within the Patrol Division. Recruit Officers begin an eleven (11) week, four (4) phase training and evaluation schedule that will rotate through the various shifts and will be assigned to different Field Training Officers during each rotation. (Note: some deviation from the phased training schedule may be necessary due to shift rotations or other situations.) In order to complete the Field Training Program, the Recruit must sufficiently demonstrate, during the fourth phase, the ability to perform as a solo officer.

- A. PHASE – 1 consists of four (4) weeks on the same shift, Recruit Officers will be assigned to a primary Field Training Officer during this time. Below are brief descriptions as to what can be expected during Phase – 1.
 1. Week -1: Commonly referred to as an observation or orientation week and is mainly utilized so that the Recruit Officer may familiarize themselves with their new surroundings. During this week the Recruit Officer will not be evaluated. However, a *DOR* will be completed every day to document any assistance or training that the Recruit Officer might have participated in and observations of the Field Training Officer. All police functions will be the responsibility of the Field Training Officer and will be instructed and discussed; however, the Recruit Officer may assist in some cases when practicable. Instruction from the *Field Training Checklist*, as included in the *Field Training Manual* will continue. A *Supervisor Weekly Report* will be completed.

2. Week – 2: Every day during this week, evaluations on the *DOR* will begin in accordance with Section – 3 of this manual. Instruction from the *Field Training Checklist*, as included in the *Field Training Manual* will continue. The Recruit Officer will be expected to gradually increase involvement in police functions. At least two (2) *Report Exemplar Sheets* will be completed by the Field Training Officer on reports and or other documents completed by the Recruit Officer. A *Supervisor Weekly Report* will be completed.
 3. Week – 3: Daily evaluations on the *DOR* continue. Instruction from the *Field Training Checklist*, as included in the *Field Training Manual* will continue. The Recruit Officer will gradually increase involvement in police functions. *Report Exemplars* will be completed. A *Supervisor Weekly Report* will be completed.
 4. Week – 4: Daily evaluations on the *DOR* continue. Instruction from the *Field Training Checklist*, as included in the *Field Training Manual* will continue. The Recruit Officer will gradually increase involvement in police functions. *Report Exemplars* will be completed. A *Supervisor Weekly Report* will be completed. Field Training Officer will complete an *End of Phase Report* outlining the Recruit Officer’s performance during Phase – 1.
- B. PHASE – 2 consists of three (3) weeks with the Recruit assigned to a different FTO. Below are brief descriptions as to what can be expected during Phase – 2.
1. Week – 5: Daily evaluations on the *DOR* continue. Instruction from the *Field Training Checklist*, as included in the *Field Training Manual* will continue. The Recruit Officer gradually increases involvement in police functions with less and less intervention by the FTO. *Report Exemplars* will be completed. A *Supervisor Weekly Report* will be completed.
 2. Week – 6: Daily evaluations on the *DOR* continue. Instruction from the *Field Training Checklist*, as included in the *Field Training Manual* will continue. The Recruit Officer gradually increases involvement in police functions with less intervention by the FTO. *Report Exemplars* will be completed. A *Supervisor Weekly Report* will be completed.
 3. Week – 7: Daily evaluations on the *DOR* continue. Instruction from the *Field Training Checklist*, as included in the *Field Training Manual* will continue. The Recruit Officer gradually increases involvement in police functions with less intervention by the FTO. *Report Exemplars* will be completed. A *Supervisor Weekly Report* will be completed. FTO will complete an *End of Phase Report* outlining the Recruit Officer’s performance during Phase – 2.
- C. PHASE – 3 consists of three (3) weeks with the Recruit assigned to a different FTO. Below are brief descriptions as to what can be expected during Phase – 3.
1. Week – 8: Daily evaluations on the *DOR* continue. Instruction from the *Field Training Checklist*, as included in the *Field Training Manual* will continue. The Recruit Officer increases involvement in police functions with little to no intervention by the FTO. *Report Exemplars* will be completed. A *Supervisor Weekly Report* will be completed.
 2. Week – 9: Daily evaluations on the *DOR* continue. Instruction from the *Field Training Checklist*, as included in the *Field Training Manual* will continue. The Recruit Officer increases involvement in police functions with little to no intervention by the FTO. *Report Exemplars* will be completed. A *Supervisor Weekly Report* will be completed.
 3. Week – 10: Daily evaluations on the *DOR* continue. Instruction from the *Field Training Checklist*, as included in the *Field Training Manual* will continue. The Recruit Officer increases involvement in police functions and should be able to perform with no intervention by the FTO. *Report Exemplars* will be completed. A *Supervisor Weekly Report* will be completed. FTO will complete an *End of Phase Report* outlining the Recruit Officer’s performance during Phase – 3.
- D. PHASE – 4 Week – 11: commonly referred to as the final phase or final week and consists of one (1) week, typically assigned back to the shift as in Phase – 1 with the first or primary FTO. During this phase the FTO still maintains supervisory control over the Recruit Officer, however is strictly an observer for evaluating the Recruit Officer’s performance.
1. The FTO should not actively participate in police functions during this period, unless lack of participation would have an adverse effect on police efficiency and/or public relations. It is the Recruit Officer’s responsibility to perform in 100% of police functions during this phase, performing as a solo officer is expected to perform.
 2. During this phase the FTO may dress in appropriate civilian clothing in order to minimize public contact.

3. The FTO will complete *DORs* and an *End of Phase Report* and send to the Field Training Program Coordinator with either a recommendation to release the Recruit Officer from the Field Training Program, to extend for remedial training or to terminate employment. A final *Supervisor Weekly Report* will also be completed.
 4. If released, the FTO Coordinator will notify the Chief of Police that the Recruit Officer has successfully completed the Field Training Program and is a Police Officer who will be assigned to Patrol. The Chief of Police will then issue the Recruit a Memorandum of Completion.
- E. Abbreviated Field Training:
Recruit Officers with current Florida Law Enforcement Certification and prior law enforcement experience may be eligible to undergo an abbreviated program at the discretion of the Chief of Police and consent of the recruit. This program shall include the full version of the Field Training Checklist but may not require an 11 week evaluation period. The exact number of weeks in evaluation will be dependent on the Recruit Officer's progress.
8. **DUTIES AND RESPONSIBILITIES**
- A. Recruit Officer:
1. The Recruit Officer should understand that the broad background of knowledge needed by an effective officer cannot be gained entirely on the job or at the academy.
 2. Throughout the eleven week program, each Recruit Officer will be involved in a student-teacher relationship with the FTO. The Recruit Officer is NOT a partner in a two-officer unit. Despite the progress in the program, the Recruit Officer should not expect to be accelerated through the program into an early solo assignment.
 3. The Field Training and Evaluation Program is intended to give the Recruit Officer instruction, direction, supervision, guidance and experience in order to develop judgment, efficiency, and good habits of conduct and appearance and will serve as an evaluation of the Recruit Officer's progress. The field training period also serves to aid in determining if the Recruit Officer has all the requisites to become a permanent member of the Cocoa Beach Police Department.
 4. The *Field Training Checklist as included in the Field Training Manual* was established to show those items that must be understood before a Recruit is considered qualified to enter the field as a one-officer unit. The Recruit Officer's Training Manual will be secured and maintained by the Recruit and will be accessible for review at all times. The Recruit Officer shall review their manual and will constantly be advised by their FTO as to their progress in the program. In using the checklist, the FTO shall date and initial in the appropriate box each time the Recruit Officer has demonstrated the tasks listed. Likewise, the Recruit Officer initials and dates each box, after having been instructed indicating they understand the material.
- B. Field Training Officer (FTO):
1. The FTO is the essential means by which the goals of the Field Training and Evaluation Program are achieved; specifically, the production of a qualified police officer able to work a solo assignment in a safe, skillful, productive and professional manner.
 2. The FTO's primary role is that of a trainer and as a "role model" to the Recruit Officer.
 3. The FTO patrol responsibilities are defined in other departmental directives. In the role of trainer the FTO provides on-going instruction in the traditional sense, utilizing innovative and practical techniques.
 4. The FTO must have the requisite skills and training necessary to become a reliable evaluator of a Recruit Officer's performance.
 5. The FTO is required to complete a DOR at the end of each shift, two Report Exemplar Coversheets per week and an End of Phase Report at the end of each phase. All completed documents shall be turned in to the Field Training Coordinator or designee. (CFA 10.07MD)
 6. *DORs* begin the first week of phase-1. During the first week, the FTO will document any training or observations of the Recruit Officer; however areas of performance are not rated. (CFA 10.07MD)
 7. At the end of the FTO's assigned phase, the current phase FTO along with the Field Training Coordinator and the next phase FTO shall meet in person to review the End of Phase Report and discuss the recruit's progress. All current phase documentation shall be completed and submitted by the FTO and Shift Supervisor before the recruit continues to the next phase.
 8. At the end of the FTO's assigned phase, an *End of Phase Report* will be completed and forwarded to the Field Training Coordinator.(CFA 10.07MD)

9. Upon completion of phase-4, if the FTO believes that the Recruit Officer has gained sufficient skills and knowledge to operate as a solo patrol officer, they shall make such a recommendation, completing the Final Phase Recommendation section at the bottom of an *End of Phase Report* and submit to the Field Training Coordinator who will then notify the Chief of Police. (CFA 10.07MD)
 10. The FTOs professional and personal conduct shall be exemplary. The FTO understands that the effectiveness, image and future of the department are substantially decided by the quality of its personnel.
 11. It cannot be over-emphasized that the FTO must strive to maintain a student-teacher relationship with the Recruit Officer. During the Field Training and Evaluation Program, the FTO and the Recruit Officer do not maintain a partnership, the student-teacher relationship is the very foundation of this project and after-hour fraternization is prohibited.
- C. Shift Supervisor: (CFA 10.07MC)
1. As Recruit Officers are assigned to the Field Training and Evaluation Program, the duties of the shift supervisor become more complex. In addition to other responsibilities, the supervisor must ensure that the training and evaluation processes are accomplished.
 2. The shift supervisor is responsible for the immediate supervision of FTOs assigned to their shift.
 3. The supervisor is also responsible for the weekly review of the Recruit Officer's Training Manual to determine if it is up-to-date and properly filled out. If it is not current, the supervisor should ascertain why it is not, giving special attention to the possible need for remedial training.
 4. Reports written by the Recruit Officer also serve to identify deficiencies, especially ones of spelling, grammar, neatness, attention to detail and the general organization of thought.
 5. The Supervisor and the FTO must accept the importance of documentation of the Recruit 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 Recruit Officer's performance in the program.
 6. Shift supervisors shall complete a *Weekly Supervisors Report* at the end of each week's training and submit the report to the Field Training Coordinator for review and placement into the Recruit Officer's Training Manual.
 7. Whenever possible, the supervisor should observe first hand the interaction between the FTO and Recruit Officer. This will provide additional information concerning a Recruit Officer's performance and will provide the opportunity to evaluate the instructional techniques of the FTO.
 8. It is recommended that the supervisor take an opportunity to ride-along with Recruit Officers for a short period of time at least once a week and document the ride-along on the *Supervisor's Weekly Report*. This may not always be practical.
- D. Field Training Coordinator: (CFA 10.07MC)
1. The Field Training Coordinator shall be appointed by the Chief of Police and is responsible for the management and supervision of the Field Training and Evaluation Program.
 2. The Field Training Coordinator shall report through the Chain-of-Command, all on-going training progress and program issues that might arise.
 3. The duties of the Field Training Coordinator will include:
 - a. Recommending the selection, assigning and supervising Field Training Officers
 - b. Scheduling trainees
 - c. Monitoring trainee progress
 - d. Assist Recruit Officers and FTO's with any issues involving the Field Training Program
 - e. Collecting, reviewing and evaluating training evaluation forms and reports
 - f. Evaluating and implementing remedial training strategies
 - g. Assessing trainer effectiveness
 - h. Notifying the Chief and/or Chain of Command of on-going progress throughout the Field Training Program
 - i. Submitting retention, extension of training and/or termination recommendations
 - j. Updating, revising and maintaining the Field Training Manual curriculum on a continual basis
 - k. Overseeing and maintaining the Recruit Officer's Training Manual and submit completed training documents to Personnel where they will be maintained.

4. It is the Field Training Coordinator's ultimate responsibility to ensure that all requirements related to the Field Training and Evaluation Program are met and properly maintained.
9. **RECRUIT OFFICER RULES AND CONDUCT**
 - A. Recruit Officers are to be respectful to the FTO at all times and to adhere to their direction. If a Recruit Officer believes that a specific instruction or order is improper or an evaluation is not fair, he or she will discuss it with the FTO. If the Recruit Officer is still not satisfied, he/she can set up a meeting with his/her Shift Supervisor. If the Shift Supervisor cannot resolve the problem, the Shift Supervisor will set up a meeting with the a Major, or designee or Field Training Coordinator, depending on the issue.
 - B. Recruit Officers will be prepared for all Field Training Manual assignments and will be responsible for all material. FTOs are to review the material with the Recruit Officer after they have studied the assignment.
 - C. Recruit Officers will be on time for all assigned duties and or functions. Recruit Officers will not be permitted to call-out on Personal Time Off (PTO) during their assigned training duties unless it is a justified emergency or other unavoidable issue that arises of which prior approval from the Shift Supervisor is mandatory. Should any assigned days of training be missed due to the Recruit Officer taking PTO, the training day must be made-up and will extend the number of training days accordingly.
 - D. While off duty, Recruit Officers will not act in an official capacity or conduct their own independent investigations.
 - E. Recruit Officers will be receptive to criticism given by the FTOs. Recruit Officers may verbalize an explanation for their actions; however, repeated rationalization, excessive verbal contradictions and/or hostility are not acceptable. Recruit Officers are prohibited from submitting written responses to their evaluation ratings or FTO observations.
 10. **APPENDICES**
 - A. Daily Observation Report (DOR) - <https://powerdms.com/link/IDS/document/?id=274732>
 - B. Supervisor Weekly Report - <https://powerdms.com/link/IDS/document/?id=274739>
 - C. Report Exemplar Coversheet - <https://powerdms.com/link/IDS/document/?id=274743>
 - D. End of Phase Report - <https://powerdms.com/link/IDS/document/?id=274745>
 - E. Daily Observation Report Continuation - <https://powerdms.com/link/IDS/document/?id=274755>
 - F. Field Training Checklist (Curriculum)
 - G. Standardized Rating Guidelines
 11. **REFERENCES**
 - A. Field Training and Evaluation Program, Field Training Manual
 - B. Cocoa Beach Police Department Standard Operating Procedures



Scott Rosenfeld
Chief of Police
City of Cocoa Beach

Date: 7/26/20