




# Cocoa Beach Police Department

## Standard Operating Procedure



<b>Effective Date:</b> January 20, 2026	<b>Replaces:</b> <b>Amends:</b> August 9, 2020	<b>Number:</b> 015.00
<b>Subject:</b> Field Training and Evaluation Program		<b>Re-Evaluation:</b> 2028
<b>Distribution:</b> All Members	<b>Related CFA Standards:</b> 10.07M	
<b>Approving Authority:</b> Chief of Police Wes Mullins		
<b>Approval Date:</b> January 6, 2026		

**1. PURPOSE**

The purpose of this standard operating procedure is to define personnel duties, responsibilities, and conduct, and to establish procedures and guidelines governing the Field Training and Evaluation Program (FTEP).

**2. SCOPE**

This standard operating procedure shall apply to all sworn members of the Cocoa Beach Police Department.

**3. POLICY**

It shall be the policy of the Cocoa Beach Police Department to provide newly hired law enforcement trainees with standardized on-the-job training to familiarize them with agency policies, procedures, rules, and regulations necessary for competent performance. Trainees shall successfully complete the Field Training and Evaluation Program (FTEP) before being released for duty as a solo officer.

**4. DEFINITION(S)**

- A. ACCELERATED FIELD TRAINING AND EVALUATION PROGRAM – A program designed for previously trained and experienced trainees. It operates similarly to the Field Training and Evaluation Program (FTEP) but is administered at an accelerated rate.
- B. FIELD TRAINING AND EVALUATION PROGRAM (FTEP) – A four-phase rotation program requiring a minimum of fifty-three (53) Daily Observation Reports (DORs). The program provides on-the-job training and evaluation of full-time and/or part-time sworn officers for assignment as solo patrol officers.
- C. FIELD TRAINING COORDINATOR – A supervisor assigned by the Chief of Police, or designee, responsible for coordinating and supervising the FTEP (CFA 10.07MC)
- D. FIELD TRAINING MANUAL – A manual providing guidelines and procedures for administering the FTEP. It contains evaluation criteria, comprehensive checklists, and other required materials. It also outlines the selection criteria, responsibilities, and training requirements of the Field Training Officer (FTO).
- E. FIELD TRAINING OFFICER (FTO) – An experienced officer assigned by the Chief of Police, or designee, to provide training and evaluate performance.
- F. LAW ENFORCEMENT FIELD TRAINING APPLICATION (LEFTA) – A comprehensive software program that monitors the field performance of law enforcement trainees during the FTEP.
- G. TRAINEE – A newly hired full-time or part-time sworn member undergoing preliminary department training in the FTEP. Part-time members shall undergo the same training as full-time members, and all documentation shall be maintained in the same manner.

**5. OBJECTIVES**

- A. Produce motivated officers capable of meeting or exceeding Department standards.

- B. Provide standardized training and remedial support where deficiencies arise.
- C. Build on the Florida Basic Law Enforcement Academy foundation.
- D. Strengthen screening through on-the-job evaluation.
- E. Use standardized performance guidelines for fair evaluation.
- F. Support trainee success while identifying those unfit for solo duty.
- G. Develop leadership skills in qualified officers.
- H. Enhance Department professionalism and community service.

## 6. PROCEDURES

### A. INTRODUCTION:

Although academies produce qualified officers, not all cadets are prepared to apply training. Because police actions have serious consequences, the Department instituted the FTEP to:

- 1. Identify weaknesses and provide remedial training.
- 2. Identify individuals unable to meet CBPD standards for possible termination.

### B. The [Field Training Manual](#) guides core duties and career foundation. FTOs are carefully selected, trained, and document progress in [LEFTA](#). Trainees shall also access SOPs in PowerDMS and may be verbally tested for retention.

### C. SELECTION CRITERIA AND TRAINING OF FIELD TRAINING OFFICERS: (CFA 10.07MA)

To be appointed an FTO, an officer shall:

- 1. Be recommended by a supervisor.
- 2. Be a non-probationary sworn officer.
- 3. Have at least 12 months of service. Once approved, the officer shall attend a certified FTO course per the CJSTC. (CFA 10.07MB)
- 4. Assignment as an FTO is at the Chief's discretion, who may waive requirements to meet operational needs.

### D. EVALUATION OF TRAINEES: (CFA 10.07ME)

- 1. Trainee progress is monitored through DORs and Supervisor Bi-Weekly Reports in LEFTA. Ratings (1–7) must follow Standardized Evaluation Guidelines (SEGs) as outlined in the [Field Training Manual](#).
- 2. A DOR reflects only that day's performance, not overall ability. Ratings must reflect actual performance observed, even if inconsistent with prior trends.
- 3. Ratings of 1, 2, 6, or 7 require documentation in the DOR comments in LEFTA. Repeated "1" or "2" ratings require daily documentation. For five consecutive "6" or "7" ratings, "PC" (previously commented) may be noted.
- 4. Each DOR shall also identify the trainee's most and least acceptable performance of the day.
- 5. Supervisor Bi-Weekly Reports summarize performance over the training period, corrective actions, and whether the trainee is progressing at an acceptable rate.

### E. DAILY OBSERVATION REPORTS (DOR): (CFA 10.07MD)

- 1. The FTO shall complete a DOR at the end of each shift to record progress, identify training needs, and document instruction.
- 2. DORs cover 38 observations in five categories: Appearance, Attitude, Knowledge, Performance, and Relationships.
- 3. Additional categories include:
  - a. **NO (Not Observed)** – Task not sufficiently observed to rate.
  - b. **NRT (Not Responding to Training)** – Used when deficiencies persist despite training. Document in the DOR with a "1" rating and recommended corrective strategies.
- 4. DORs also track daily statistics for work exposure.

5. The FTO shall review the DOR with the trainee, counsel on strengths/deficiencies, and both shall sign. Additional comments may be added.
- F. SUPERVISOR BI-WEEKLY REPORT:
  1. The FTO shall complete a Supervisor Bi-Weekly Report every 14 calendar days, documenting performance, deficiencies, and recommendations. Reports shall be forwarded to the incoming FTO and the Field Training Coordinator.
- G. END OF PHASE REPORT: (CFA 10.07MD)
 

At the end of each phase, the FTO shall complete both the End of Phase Report and the Supervisor Bi-Weekly Report in [LEFTA](#). These summarize overall performance, deficiencies, and next-phase recommendations. Both are forwarded to the incoming FTO and the Field Training Coordinator.
- H. REMEDIAL OR EXTENDED TRAINING:
  1. Remedial or extended training may be recommended if a trainee fails to retain training, meet expectations, or perform required duties.
  2. Requests shall be documented in the Supervisor or End of Phase Report in [LEFTA](#) and reviewed by the FTO coordinator and a Major, or designee.
  3. If supported, the recommendation is forwarded to the Chief of Police or designee for final decision.
  4. If approved, the FTO coordinator and Major (or designee) shall establish a corrective plan and timeline.
  5. Upon completion, the trainee will be re-evaluated and a final recommendation submitted.
- I. TERMINATION:
  1. The Chief of Police shall make the final decision on retention or termination after reviewing all documentation.
  2. If terminated, the trainee shall meet with the Chief or their designee for notification, and all issued equipment shall be collected.
  3. Termination recommendations shall be made without prejudice and in the best interest of the Department and City.
- J. FTO PROGRAM DEBRIEF:
 

The Field Training Coordinator shall conduct a debrief, at a time determined by the Field Training Coordinator, with trainees for quality control. Trainees are expected to provide candid feedback on the program and individual FTO performance.

## 7. PROGRAM STRUCTURE

- A. Trainees are assigned to a shift within the Patrol Division and complete a four (4) phase training and evaluation schedule rotating through various shifts. Every attempt will be made to assign different FTOs for each phase. Some deviation may occur due to shift rotations or other circumstances.
- B. Successful completion of the program requires the trainee to demonstrate, during Phase 4, the ability to perform as a solo officer.
- C. Each phase requires daily DORs, continued instruction, one Supervisor Bi-Weekly Report, and an End of Phase Report.
  1. Phase 1 DORs 1 -18
    - a. DORs 1–3: Observation only; FTO retains responsibility, trainee may assist.
    - b. DORs 4–18: Trainee performs about 25% of solo functions, duties increase gradually.
  2. Phase 2 DORs 19-33
    - a. Trainee assumes greater involvement, approximately 50% of the workload by the end of phase, and FTO intervention reduced.
  3. Phase 3 DORs 34-49
    - a. Trainee’s involvement continues to increase. By the end of this phase the trainee should be performing with little or no FTO intervention.

- D. Phase 4 – Final phase, consisting of five (5) DORs.
  1. Trainee performs 100% of functions; FTO supervises as observer.
  2. FTO may wear plain civilian attire (excluding jeans, T-shirts, flip-flops).
  3. The FTO shall complete DORs and an End of Phase Report, forwarding a recommendation to the Field Training Coordinator to:
    - a. Graduate the trainee from the program,
    - b. Extend the trainee for remedial training, or
    - c. Terminate employment.
  4. A final Supervisor Report shall also be completed.
  5. The Field Training Coordinator notifies the Chief, who issues a Memorandum of Completion.
- E. ACCELERATED FIELD TRAINING PROGRAM:
  1. The Accelerated FTEP is a 6-week, 3-phase program using the same evaluation tools as the standard FTEP but omitting Phase 4. Final evaluation occurs at the end of Phase 3.
  2. Eligibility
    - a. Current Florida Law Enforcement certification.
    - b. A minimum of two (2) years of full-time sworn patrol experience in the past (5) five years.
    - c. Positive separation from a previous agency, with no pending IA investigations.
  3. Program Structure
    - a. 6 weeks total; 2 weeks per phase.
      - (i) Phase 1 DOR numbers 1-9
      - (ii) Phase 2 DOR numbers 10-16
      - (iii) Phase 3 DOR numbers 17-23
      - (iv) Phase 4 is omitted.
  4. Requirements
    - a. Trainees must meet or exceed standards for the last 5 consecutive shifts in Phase 3 to be recommended for solo duty.
    - b. The full Field Training Checklist shall be completed on an accelerated schedule.
  5. Evaluation Reports
    - a. Each phase includes one Supervisor Bi-Weekly Report.
    - b. Completion requires demonstrating solo-officer ability in Phase 3.

## **8. DUTIES AND RESPONSIBILITIES**

- A. Officer Trainee
  1. Trainees should recognize that effective policing requires knowledge beyond academy instruction or on-the-job training.
  2. The FTEP is a student-teacher model; not a two-officer unit and the trainee should not expect early release.
  3. The program provides instruction, supervision, and evaluation to develop judgment, efficiency, and professionalism, while determining suitability for permanent employment
  4. The Field Training Checklist outlines tasks that must be instructed before solo assignment. The manual is in [LEFTA](#), and both trainee and FTO shall initial and date completed tasks. It is not expected that all tasks be performed by the trainee prior to solo officer status. However, all tasks will have been instructed.
- B. Field Training Officer (FTO)
  1. The FTO is the primary trainer and role model in producing qualified solo officers. The FTO shall:
    - a. Provide instruction using practical techniques and possess skills to evaluate performance.
    - b. Complete a DOR each shift and an End of Phase Report.
  2. Phase 1 observation days: document training/observations without ratings. (CFA 10.07MD)

3. At phase transitions, the current FTO, next FTO, and Coordinator shall review the End of Phase Report; documentation must be complete before advancement.
  4. At the end of Phase 4, the FTO shall recommend release, extension, or termination via the End of Phase Report; the coordinator notifies the Chief of recommendation. (CFA 10.07MD)
  5. FTOs shall maintain exemplary conduct, recognizing their influence on Department reputation.
  6. Relationships shall remain professional; after-hour fraternization with trainees is prohibited.
- C. Shift Supervisor (CFA 10.07MC)
1. The shift supervisor ensures training and evaluations are properly conducted. The supervisor shall:
    - a. Oversee FTOs and review trainee Training Manuals weekly; address deficiencies as needed.
    - b. Evaluate trainee reports for accuracy, organization, and attention to detail.
    - c. Ensure documentation of both strengths and deficiencies.
    - d. Complete two Supervisor Reports per phase (one in final phase) and forward them in [LEFTA](#).
  2. Supervisors should personally ride with the trainee at least twice per phase, documenting observations in Bi-Weekly Reports.
- D. Field Training Coordinator (CFA 10.07MC)
1. The Field Training Coordinator, appointed by the Chief, shall manage and supervise the FTEP and report progress through the chain of command.
  2. Duties include:
    - a. Recommending FTO selection/assignment.
    - b. Scheduling trainees.
    - c. Monitoring progress and assisting with issues.
    - d. Reviewing and evaluating reports.
    - e. Developing remedial strategies.
    - f. Assessing FTO effectiveness.
    - g. Reporting progress/concerns to chain of command.
    - h. Recommending retention, extension, or termination.
    - i. Maintaining training records and submitting completed documents.
  3. The coordinator is ultimately responsible for ensuring all program requirements are met.

## 9. TRAINEE OFFICER RULES AND CONDUCT

- A. Trainees shall remain respectful to their FTO and follow all direction. Concerns about improper orders or unfair evaluations shall first be discussed with the FTO. If unresolved, the trainee may request a meeting with the Shift Supervisor. If still unresolved, the Supervisor shall arrange a meeting with a Major or designee.
- B. Trainees shall be prepared for all [Field Training Manual](#) assignments and are responsible for all material. FTOs shall review assigned material after independent study.
- C. Trainees shall report on time for all duties. PTO during training is prohibited except for emergencies or unavoidable circumstances and requires prior approval from the Shift Supervisor. Missed training days shall be made up, extending the program if necessary.
- D. While off duty, trainees shall not act in an official capacity or conduct independent investigations.
- E. Trainees shall be receptive to criticism. Verbal explanations may be given, but repeated rationalization, contradictions, or hostility are unacceptable. Written responses to evaluation ratings or FTO observations are prohibited.

## 10. APPENDIX

- A. [Field Training and Evaluation Program, Field Training Manual](#)
- B. [LEFTA](#)