



CONCORD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

FIELD TRAINING PROGRAM

GENERAL ORDER: 04.02

CREATED: October 14, 2014

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CALEA STANDARD: 33.4.3

EFFECTIVE DATE: October 1, 2022

ACTION: Re-numbers general order dated February 22, 2022.

04.02.0 **PURPOSE**

The purpose of this policy is to establish departmental guidelines for the implementation and administration of training programs upon initial employment.

04.02.1 **POLICY**

It shall be the policy of the Concord Police Department to develop and implement a standardized field training program designed to enhance the formal instruction received by newly appointed police officers and facilitate their transition from the classroom to the field. The purpose of the field training program is to provide guidance, instruction, and supervised field experience to probationary officers in patrol operations and departmental procedures. Another purpose is to develop sound working habits and efficiency in their performance of duty.

04.02.2 **DEFINITIONS**

A. DAILY OBSERVATION REPORT (DOR)

A report completed daily by a field training officer that evaluates the performance of a police officer trainee. This report should be completed at the end of each tour of duty and should include the police officer trainee's performance progression, performance needs, and any remedial training.

B. FIELD TRAINING OFFICER (FTO)

A police officer who has successfully completed a department authorized course of instruction for field training officers, and who has been specifically authorized by the department to provide field training to police officer trainees.

C. FIELD TRAINING OFFICER MODULE

The department's approved electronic training platform used to evaluate and document a police officer trainee's performance during their field training.

D. FIELD TRAINING PROGRAM ADMINISTRATOR

The field training program administrator shall be the Patrol Bureau commander. This person is responsible for: maintaining a roster of approved FTOs, coordinating with the training sergeant and selecting training related to the FTO, and other duties related to the FTO program as directed by the chief of police. The field training program administrator shall be responsible for the overall direction, monitoring and coordination of the field training program.

E. TRAINEE

A police officer who is assigned for training purposes to a field training officer.

F. ASSISTANT FIELD TRAINING PROGRAM ADMINISTRATOR(S)

The assistant field training program administrators shall be the district commanders. They are responsible for acting as a liaison between FTOs and administration on issues affecting the field training program, and reviewing of all documentation relating to the training of police officer trainees to ensure that competent and effective field training is being provided in accordance with departmental directives.

04.02.3 PROCEDURES**A. SELECTION OF FIELD TRAINING OFFICERS**

1. The selection of qualified FTOs is essential to the success of a field training program. The values, tactics, and attitudes of the FTO can be transmitted to the inexperienced officer. In order to be considered for selection as an FTO, an officer must meet the following general criteria:
 - a. Must voluntarily submit a letter of interest through their chain of command to the field training program administrator detailing their qualifications and reasons for wanting to train.
 - b. Have the written recommendation of their sergeant and captain.
 - c. Have a minimum of two years of service as a police officer with the Concord Police Department; or, a minimum of one year with the Concord Police Department (having successfully completed probationary period) and at least two completed years as a full time sworn officer or road deputy for another agency.
 - d. Have no disciplinary action resulting in suspension of 24 hours or more in two years prior to submitting a letter of interest.
 - e. Must consistently achieve or exceed expectations in his/her annual performance review.
 - f. Must consistently display a high level of ethical and professional conduct.
 - g. Must consistently demonstrate good report writing skills.

2. The field training program administrator will maintain a roster of all authorized FTOs, and will have the authority to determine the number and status of authorized FTOs based on current operational requirements. Any officer may be removed from FTO status for disciplinary reasons, unsatisfactory performance, change in duty assignment, promotion, upon a request to voluntarily withdraw, or for other reasons deemed in the best interest of the department.
3. The field training program administrator and review panel named above will conduct an annual review of the FTOs and follow the approval process listed in 04.02.3(A)(2) of this general order.
4. The FTO will be required to successfully complete an approved FTO course and shall be provided with specialized in-service training on an as-needed basis.

04.02.4 FIELD TRAINING PROGRAM

- A. Each trainee, upon hiring, shall be assigned to a certified FTO with the patrol bureau, unless otherwise authorized by the chief of police. At this point training should begin on those aspects of the job which the trainee can participate in, even prior to being sworn in. This would include, but is not limited to:
 1. Incident, arrest and crash reports;
 2. Review of department policies;
 3. Processing of arrestees;
 4. 10-Codes and radio communications;
 5. Streets and major city landmarks;
 6. Service of legal processes;
 7. NCAware and other computer systems;
 8. Traffic direction;
- B. In addition to the primary FTO, a secondary FTO should also be designated. The secondary FTO should be on the same rotation, but may or may not be assigned to the same district as the primary FTO, depending on the availability of qualified FTOs. When the primary FTO is not available the trainee shall rotate to the secondary or another qualified FTO.
- C. The Field Training Officer Module shall be used in the training and evaluation of all trainees. This module shall contain the trainees training checklist, all DORs, and the field training approval form.
 1. The FTO shall rate the trainee's observed behavior with reference to the scale below:
 - a. 1 – Fails to Achieve Expectations
 - b. 2 – Needs Improvement
 - c. 3 – Achieves Expectations

- d. 4 – Exceeds Expectations
 - e. 5 - Outstanding
- D. The standard length of the field training program should be 16 weeks after swearing in, but no less than 160 hours, for new trainees. The department may modify the program depending on the qualifications, experience and demonstrated ability of the trainee to satisfactorily perform all essential job functions.
- E. The field training program shall consist of the following levels. The length of time for each level will depend on prior experience and progress made.
- 1. Level 1 (Shadowing) 2-4 weeks

In this level the trainee follows along and assists the FTO. The trainee begins learning policies and procedures, NCAware, RMS, Moblan, P2P/P2C, logging in evidence, prisoner processing, paperwork, radio alertness and transmissions. The trainee starts to learn locations for important city and county facilities. The trainee should start driving during the latter half of this level. The FTO should also make sure that the trainee has all assigned equipment, passwords, court access, locker assignment, and any other equipment necessary for efficient and safe functioning at the trainee level.
 - 2. Level 2 (Intermediate) 4-8 weeks

At this level the trainee should be: driving, operating equipment, talking on the radio, taking reports, conducting follow-ups, have self-initiated activity, know the major roadways, know where neighborhoods, fire stations, and schools are located, be prepared for court and know the basic operations of district court and grand jury, begin visiting other districts and learning major roadways in other districts, and work with K-9 handlers to learn the uses of the dog. The goal should be that toward the end of this phase, the trainee is handling calls and doing most of the work with little assistance from the FTO. Reports should be completed with few errors and very little assistance. The FTO should be identifying and correcting any shortcomings that need to be addressed before going to level 3.
 - 3. Level 3 (Quasi-Solo) 2-4 weeks

The trainee performs with little to no assistance from the FTO, unless absolutely necessary. The FTO documents when the trainee needs assistance and advises the trainee on ways to improve.
- F. At the completion of level 1, the FTO and immediate supervisor should agree that the trainee is ready for level 2 and this should be noted on the appropriate DOR. Before proceeding to level 3, a meeting shall be held with the trainee, FTO, sergeant, district commander, patrol bureau commander. All items in the trainee officer's training checklist should be completed prior to this meeting. A meeting with these same parties shall also be held prior to the trainee being released for solo duty.
- G. At the conclusion of training, the FTO will ensure that all DORs are completed in the Field Training Officer Module.

04.02.5 **RESPONSIBILITIES OF THE FIELD TRAINING OFFICER**

- A. FTOs are responsible for conducting the field training of assigned trainees in accordance with departmental guidelines and directives. The FTO will complete a DOR on the progress of the trainee in the Field Training Officer Module. These reports will be reviewed by the trainee, the trainee's sergeant, and the trainee's captain in the Field Training Officer Module.
- B. FTOs shall maintain a professional and ethical relationship with assigned trainees, and shall conduct themselves at all times in an exemplary manner consistent with established agency values and standards of conduct.
- C. The FTO will have limited supervisory authority over the trainee for the purposes of field training, and may give orders to the trainee in situations involving actions by the trainee that may conflict with the purpose or interest of the department or endanger the safety of any person. However, the FTO shall have no authority to take disciplinary action.
- D. The FTO will be responsible for recommending level transitions, early release of the trainee, extension of the field training period, or dismissal of a trainee, whichever is appropriate depending on the progress, performance, and ability of the trainee to perform all the essential functions and duties of the position.

04.02.6 **SUPERVISOR RESPONSIBILITIES**

- A. The supervisor to which the trainee is assigned shall monitor the field training provided to the trainee to ensure that such training is achieving desired objectives and is conducted in accordance with department standards.
- B. The supervisor shall conduct interviews at least bi-weekly with the trainee and assigned FTO to assess the trainee's progress and discuss any relevant training issues.
- C. The supervisor shall review and forward all required evaluations and documentation in the Field Training Officer Module related to the field training of the trainee to the district commander.
- D. Keep the district commander and other appropriate personnel informed of any problems in the performance of the trainee or assigned FTO.
- E. Complete a written report at the completion of each training level summarizing the overall performance of the FTO during the field training period. This report shall be forwarded to the district commander and the field training program administrator.
- F. The City of Concord pays the FTO a higher rate of pay for FTO responsibilities. Therefore, each supervisor must ensure that timely communication occurs between the supervisor and the Police Administration Manager when a Personnel Action Notice is needed to activate or deactivate FTO pay. The increase begins upon the first available pay period when field training duties begin and concludes upon the last day of a pay period when the trainee received approval for solo duty.

04.02.7 DISTRICT COMMANDER RESPONSIBILITIES

- A. Meet with the supervisor at least bi-weekly to discuss the trainee's progress, the performance of the FTO, and any other relevant training issues.
- B. Review all training documentation and ensure that the Field Training Manual is complete prior to meeting with the patrol bureau commander for the quasi and solo meetings.
- C. Keep the patrol bureau commander and other appropriate personnel informed of any problems in the performance of the trainee or assigned FTOs.

04.02.8 COMPLETION OF TRAINING

- A. At the completion of the field training period, a meeting will be held consisting of the patrol bureau commander, the district commander, the trainee's sergeant, primary FTO, and secondary FTO if applicable. This group will discuss the trainee's performance and review all training reports and evaluation documents. The group may conduct an oral interview of the trainee as part of this meeting. After reviewing all relevant documentation and information, the patrol bureau commander shall make one of the following recommendations:
 1. Release from field training status: The trainee has demonstrated the ability to satisfactorily perform all essential duties of a police officer and should be released to solo duty.
 2. Extend the field training period: The trainee has not demonstrated the ability to satisfactorily perform all the essential functions of a police officer, but additional training is reasonably likely to correct the deficiency.
 3. Dismiss from employment: The trainee has not demonstrated the ability to satisfactorily perform all the essential duties of a police officer, and additional training is not reasonably likely to correct the deficiency.
 4. The field training program administrator will scan the Field Training Approval Form into the officer's employee file in RMS and retain the hard copy of the original for a minimum of one year. The patrol bureau commander will coordinate through the chain of command regarding the proposed dismissal of a trainee. Such actions will be administered in accordance with departmental directives and applicable city personnel policies.



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