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**DAYTON POLICE DEPARTMENT
GENERAL ORDER
FIELD TRAINING OFFICER
PROGRAM**



KAMRAN AZFAL – DIRECTOR AND CHIEF OF POLICE

Rev. 9/23

POLICY STATEMENT

The FIELD TRAINING PROGRAM (FTO) plays an important role in providing trainees with "hands on" experience and feedback from experienced veteran officers. The FTO program is maintained, updated, and administered by the Field Training Supervisor and the Patrol Operations Division's Night Watch Commanders.

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I. FIELD TRAINING OFFICER PROGRAM

The Department's Field Training Officer Program (FTO) is an extension of the Department's selection process, combining on-the-job training with objective performance assessments to ensure that the standards of a competent law enforcement officer are met.

A. Objectives of the Program:

1. To formulate learning opportunities for trainees that meet or exceed the training needs of both the community and the police agency
2. To develop and enhance the trainee's instruction from the Academy by expanding their learning experiences in a community environment through a series of *real-life* problem-solving activities
3. To foster a growing independence from the police training officer over the course of the program
4. To produce graduates of the training program that can provide responsible, community-focused police services
5. To prepare trainees to use a problem-solving approach throughout their careers
6. To promote the practice of using community members as partners in problem solving
7. To design fair and consistent evaluations that address a trainee's skills, knowledge, application, and ability to problem-solve effectively

II. PROGRAM PERSONNEL

- Program Commander
- Division Program Coordinator(s)
- Field Training Supervisor (FTS)
- Field Training Officer (FTO)
- Field Training Evaluator (FTE)
- The Board of Evaluators (BOE)
- Trainees

A. Program Commander

The Program Commander will be the Major assigned to the Patrol Division. The Program Commander is responsible for general oversight of the Field Training Program.

B. Division Program Coordinator(s)

The Division Program Coordinator will be a Lieutenant assigned to each Patrol Operations Division where trainees are assigned. The Division Program Coordinators are responsible for managing and facilitating the program at the Division level on a daily basis.

C. Field Training Supervisor (FTS)

The Field Training Supervisors (FTS) will be a Sergeant assigned to the Patrol Division. The FTS will provide daily supervision and coaching to the FTO/trainee team and ensure that the needs of that learning team are met.

D. Field Training Officer (FTO)

The FTO is the individual primarily responsible for guiding the trainee through the learning experience. The FTO provides daily coaching and training to the trainee, documents training provided, and keeps the Field Training Supervisor and Division Program Coordinator informed about any pertinent issues associated with the trainee and the learning experience.

E. Field Training Evaluator (FTE)

Field Training Evaluators are experienced FTOs who have met qualifications established by individual agencies.

F. The Board of Evaluators (BOE)

The Board of Evaluators should consist of coordinators, supervisors, and trainers involved in the program.

G. Trainee**III. Assignment of Trainees and Phase Descriptions****A. The trainee will be assigned to uniformed patrol.**

In case of an injury requiring the trainee to be assigned to Light Duty status, they may be temporarily assigned to a division other than uniform patrol.

B. The field training assignment will be predetermined and will be varied only when a trainee requires an extension of training and/or the pre-assigned FTO is unavailable.

The FTO Division Program Coordinator or Field Training Supervisor may continue the field training assignment beyond the predetermined Step should the need for further training evaluation be required (with the approval of the Chief of Police or their designee).

C. The FTO Program will be divided into the following phases:

- Assignment
- Orientation/Integration
- Phase 1
- Mid Term Evaluation
- Phase 2
- Final Evaluation

1. **Trainee/FTO Assignments**

The program recommends the trainee remain with their first FTO from Integration to the completion of Phase 1. The Trainee will be assigned a second FTO for the mid-term evaluation. Following the successful completion of the mid-term evaluation, the trainee will remain with that same FTO. The trainee will be assigned a third FTO for the Final Evaluation phase. If the trainee does not successfully complete the mid-term evaluation, or final evaluation, the BOE will determine the appropriate course of action.

The program is most effective when the trainee is assigned to one geographical area during the entire program. Problem solving is best accomplished when a trainee has the opportunity to work closely with the community to resolve problems.

2. **Orientation/Integration Phase**

Following the successful completion of police academy training, the trainee will enter the FTO program. The following is an outline of how the program is designed.

Introduction to the FTO program in the academy. This introduction will provide the trainee with a clear understanding of the learning process, training phases, and evaluation processes.

The trainee does not receive an evaluation during the integration phase. This is a period of time for the trainee to acclimate to a new environment while under the FTO's supervision.

3. **Phase 1 – (Weeks 2-9)**

During this phase the FTO and trainee will work as a one-officer crew when responding to calls for service.

4. **Mid-Term Evaluation – (Week 10)**

The Trainee will transition to their Phase 2 FTO who will assess where they are in their progression through the program. The Mid-Term evaluation will last for one week. The FTO/FTE will evaluate the trainee during this time based on Phase 1.

5. **Phase 2 – (Weeks 11-18)**

During this phase the FTO and trainee will work as a two-officer crew when responding to calls for service.

6. **Final Evaluation – (Weeks 19-20)**

The trainee transfers to a third FTO to participate in the final evaluation to determine their progress before assuming a solo police assignment. The duration of the final evaluation phase is two weeks. The FTO may assist as necessary, but focus should be on the trainee's knowledge thus far. The FTO will intervene if there is a direct threat to the safety of officers, the public, or if the quality of public service delivery would be compromised.

If the trainee does not successfully complete the final phase evaluation, he or she may be returned to a FTO for remedial training as prescribed by the BOE or FTO staff. The BOE may also choose other remedies or actions as they see fit, such as probationary release.

If the trainee successfully completes the final phase evaluation, he or she will be required to participate in a program exit interview with the Board of Evaluators. This allows for a review of trainee progress, FTO performance, and effectiveness of the program.

7. Solo Police Assignment

- Following successful completion of the training and learning experience, the trainee is transferred to a solo police assignment.
- During the solo police assignment and until the trainee successfully completes the probationary period, the FTS will complete a monthly evaluation using Form RF-005, Officer Appraisal and Form RF-004, Monthly Performance Log. The monthly evaluations will be submitted to the Division Program Coordinator and maintained with the FTO training files.
- Near the conclusion of the solo police assignment, the trainee will present the NPE to the Patrol Division Command Staff and BOE as determined by the Division Commander and Watch Commanders. The completed NPE will be included in the FTO training files. The trainee must receive a passing evaluation.
- At the conclusion of the solo police assignment, the trainee will attend a probationary hearing with the Patrol Division Command Staff to receive formal notification of the Employment Confirmation Process.

IV. FTO Forms

A. Daily Observation Reports (DOR)

Daily observation reports are used by the trainee and the FTO to document the daily activities. This report highlights what the trainee did that day that needs improvement and what they did well. This form is to be completed by the FTO. When submitted, the trainee will review it and it will be forwarded to the FTS.

B. Weekly Supervisor Reports

Weekly Supervisor Reports are to be completed by the FTS and submitted to the Division Program Coordinators. These reports will document the progression of the trainee and highlight any training issues.

C. Mid-term and Final Evaluation

Mid-term and Final Evaluation forms are to document the completion of a phase of the training. This will be completed by the FTO and FTS and submitted to the Division Program Coordinators.

V. FAILURE OF EVALUATIONS

In the event that an FTE does not recommend that the trainee advance to the next phase of training during the mid-term evaluation or final evaluation, the following actions will be initiated:

- A. All current and prior FTO's and FTE's and the FTS will submit a Special Report to the Division Program Coordinator detailing specific incidents of concern to include dates, times, locations and DIBRS report numbers where applicable.
- B. The trainee will repeat 4 weeks of Phase 1 (for failure of the mid-term evaluation) or 4 weeks of Phase 2 (for failure of the final evaluation). The repeated training will be conducted with a different FTO; the retraining FTO should be a FTO who has not previously trained with the trainee.
- C. During the retraining, the FTS will submit a weekly progress report via a Special Report to the Division Program Coordinator.
- D. Upon completion of the repeated phase of training and with the recommendation of the FTO and FTS, the trainee will complete either a second mid-term evaluation or a final evaluation with a different FTE. The FTE should be an FTE who has not previously evaluated the trainee.
- E. If the FTE recommends that the trainee advance to the next phase of training upon completion of the evaluation, then the Division Program Coordinator will make the appropriate assignment.
- F. If the trainee fails the second evaluation, then the evaluation and all supporting documentation will be immediately submitted to the Division Commander, The Assistant Chief of Police and the Chief of Police for their evaluation and response. This will include a recommendation by the BOE to either continue training or

initiate employment termination procedures.

VI. Employment Confirmation Process

The FTO Program Commander and Executive Command Staff will closely monitor the performance of probationary trainees. Formal action will be taken with respect to the following activities:

- A. To recommend an extension of the probationary employment period. (See Article 2, Section 5 of the current labor agreement between the Fraternal Order of Police John C. Post Lodge #44, Officer's Unit and the City of Dayton).
- B. Advancement of trainees from FTO to solo patrol performance.
- C. Required to advance the trainees' status from probationary status to permanent employment status.

VII. Employment Status Process - Termination

- A. A recommendation for termination may be initiated at any time during the probationary period when performance is unacceptable.
- B. Memorandums and recommendations for termination are forwarded to the FTO Program Commander.
 1. The FTO Division Program Coordinator will gather all memorandums and ensure that all supporting data is attached.
 2. The FTO Division Program Coordinator will facilitate the preparation of a detailed Employment Status Report/ Recommendation for the Chief of Police.

VIII. Police Training and Evaluation Documentation

- A. Upon recommendation of the Employment Status Board, the probationary trainee's FTO Program reports will be filed as follows:
 1. Placed in the employee's Law Enforcement personnel file:
 - *Employment Status Report*
 2. All other FTO Program files will be maintained in the Departmental Training Files at the Academy. Training documentation will be removed from the *Probationary Officer's Manual* and placed in the employee's agency training file.
- B. FTO Program files of **terminated employees** will be sealed/secured and maintained at the Academy under the strictest chain-of-custody protocols until such time as the statute of limitations for all personnel actions (e.g., appeals) have expired and no more than 10 years. This file will minimally include the original copies of:
 1. *Daily Observation Reports*,
 2. *Performance Improvement Plans* (and all meeting notes),
 3. *Probationary Officer's Manual*,
 4. *Mid Term and Final Evaluation Reports*,
 5. *Neighborhood Portfolio Exercise*,
 6. All official departmental memorandums and correspondence pertaining to the employee's employee status.
- C. The FTO Division Program Coordinators and/ or their designee will ensure that a complete set of all the above files (B: 1-7) are photocopied and "true copy" status is certified by a Notary Public before the original files are placed in the Departmental Training Files at the Academy. The photocopied file will serve as the "working copy."

IX. FTO Program Training Manual

- A. The Field Training Officer's Manual has been designed and developed to give the FTO a reference guide to assist him/her in carrying out the duties and responsibilities of the program. It will also give the probationary officer a clear understanding of the knowledge and skills needed to remain a Dayton Police Officer.
- B. The FTS will review the contents of the FTO Program Training Manual on a regular basis to ensure that the information contained within accurately represents the objectives of the overall program.
- C. The most recent version of the FTO Program Training Manual will be uploaded to PowerDMS for reference.