

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
General Administration		P&P-A-113
Field Training Programs		
Effective Date: 12-02-15 Supersedes: 06-02-15	Approval: Sheriff	Number of Pages: 2
References: PP-D-100, PP-D-110, PP-D-114	Reevaluation Date: Annually	Standards: CALEA LE 33.4.2, LE 33.4.3,

I. POLICY

The Sheriff's Office requires all newly sworn deputies, detention specialists, and dispatchers to successfully complete a Douglas County new employee orientation and a field training program.

II. FIELD TRAINING PROGRAM GUIDELINES AND PROCEDURES

The Sheriff's Office requires that all newly hired commissioned members complete an approved, state certified P.O.S.T. Basic Training Program. These state certified programs include, at minimum:

- A. A curriculum based on tasks of the most frequent assignments and associated duties of commissioned members that are already in service; and <LE 33.4.2a>
- B. Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities. <LE 33.4.2b>

Once hired and having already completed the state certified P.O.S.T. Basic Training Program, the commissioned officer will enter field training.

Division chiefs are responsible to ensure FTO programs within their divisions are adequate in length and subject matter to provide trainees with the skills and training they will need to perform their duties. The division / section field training officer (FTO) coordinator has discretion on length of the program based on the trainee's previous experience. The minimum allowable length of the field training program is four weeks. <LE 33.4.3a> During the FTO program the trainee will participate in or be exposed to as many different components of the Sheriff's Office overall operations as possible. This may include temporary assignment rotations. <LE 33.4.3f> Focus will be on tasks of the most frequent assignment and associated duties. <LE 33.4.2a>

Field training will not be considered completed until the trainee and the final phase FTO have completed review of all items in the field training guide and FTO observations, which shall be reviewed by the trainee, the FTO, the FTO supervisor (if assigned), and the commander / coordinator in charge of the respective division / section FTO program prior to releasing the trainee from the field training program.

Field training officers are selected by the commander / coordinator and any sergeants / supervisors in charge of the respective FTO program. FTO candidates must have clearly demonstrated a professional appearance and working knowledge of law, as well as agency policies and procedures, which may include past performance evaluations. <LE 33.4.3b>

Field training officers are supervised by the commander / coordinator in charge of the respective FTO program and FTO supervisors if assigned. The division chief or functional equivalent of the associated division / section will maintain liaison with the commander / coordinator of the respective FTO program, and with academy staff. <LE 33.4.3d> In-service training will also be conducted annually during mandatory FTO meetings. <LE 33.4.3c>

Field training officers will be trained in a course approved by the commander / coordinator in charge of the respective FTO program and the division chief or functional equivalent of the associated division / section. <LE 33.4.3e>

Trainees will be evaluated by their FTOs, based on items contained in the field training guide for their division / section. All evaluations will comply with the following:

- Evaluations will be drafted in a positive mode, accentuating the recruit's strengths and not dwelling on weaknesses. A copy of the completed evaluation report will be provided to the trainee. <LE 33.4.3g>
- Testing will be conducted on a weekly basis and at the end of each phase of the FTO program. The test will consist of the information/material that was covered during the period prior to the test. <LE 33.4.2b>
- Where deficiencies exist, the FTO shall attempt to rectify the problem through further formal instruction or extended field training.
- On a weekly basis, field training officers will forward each *Daily Observation Report* (DOR) outlining the recruit's progress to the FTO supervisor in charge of the respective FTO program with copies to be placed in the trainee's file. <LE 33.4.3g><LE 33.4.3h>
- At the end of each phase the assigned FTO will write a recommendation regarding the trainee's overall performance. This recommendation will state if the recruit has satisfactorily completed all the required training and should advance to the next phase, or if additional time / remedial training is recommended. After review and comment by the supervisor(s), the commander / coordinator will determine the appropriate course of action. <LE 33.4.3h>
- At the end of the last phase an overall evaluation will be completed. The FTO commander / coordinator will write a final recommendation and forward it to the division chief or functional equivalent of the associated division / section. The division chief or functional equivalent will then determine whether the trainee has successfully completed the required training process. If the determination is made that the trainee has not successfully completed the program, the procedures outlined in [PP-D-100 Employee Evaluations](#), [PP-D-110 Probation](#) or [PP-D-114 Position / Division Transfer](#) shall be followed, dependant on the individual circumstances.
- All FTO packages will be forwarded to Professional Standards/Training Unit upon the successful / unsuccessful completion of the program and all documents will be scanned.

By Order of the Sheriff