


**Florida Department of Agriculture and Consumer Services  
Office of Agricultural Law Enforcement  
POLICY AND PROCEDURE**

	Title: <b>FIELD TRAINING PROGRAM</b>	Policy #: 5.03	CFA Standard(s): 10.07, 10.11
	Amends: N/A	Rescinds: N/A	Effective Date: 05/25/2018
	Original Published Date: 07/15/2006	Previous Update: 03/21/2014	Review Responsibility: Training Commander

**PROCEDURES:**

1. [FIELD TRAINING PROGRAM OBJECTIVES](#)
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**POLICY STATEMENT:**

It is the policy of the Office of Agricultural Law Enforcement to follow established guidelines for the administration of the Field Training Program for new sworn employees assigned to the Bureau of Uniform Services and the Bureau of Investigative Services. (10.07) This policy does not apply to employees that transfer or promote to an investigator position from within the agency.

A Field Training and Evaluation Program (FTEP) Manual has been compiled to provide more detailed information about the program, and is provided to Officers-in-Training, Field Training Officers, and supervisors.

**AUTHORITY AND REFERENCE:**

Chapter 570, Florida Statutes (Department of Agriculture and Consumer Services)

**DEFINITIONS:**

AGENCY: Office of Agricultural Law Enforcement (OALE).

COMMANDER: Rank of captain or major (non-Bureau Chief).

DEPARTMENT: Florida Department of Agriculture and Consumer Services (FDACS).

FIELD TRAINING SUPERVISOR: Specifically refers to Bureau of Uniform Services Sergeants.

SUPERVISOR: Specifically refers to the rank of sergeant or lieutenant, or civilian responsible for the supervision of employees; also, generally refers to any ranking or civilian employee whose position description denotes oversight of another employee.

**PROCEDURES:**

**1. FIELD TRAINING PROGRAM OBJECTIVES**

The OALE Field Training Program will provide continual training and evaluation of an Officer-in-Training's performance under actual field conditions. This will identify specific weaknesses or deficiencies so that remedial training programs can be instituted to improve weaknesses and correct deficiencies.

The training curriculum has been designed to produce a highly trained and positively motivated

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law enforcement officer capable of meeting or exceeding standards of performance required by the agency. The curriculum is outlined in the FTEP Manual.

By continual training and evaluation, those individuals who are unable to attain the level of proficiency expected of an agency law enforcement officer may be identified and removed from service.

<b>2. FIELD TRAINING OFFICER SELECTION, TRAINING AND PAY</b>
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The degree of success realized by any law enforcement agency is directly related to the caliber of training offered to its employees. To ensure that the new and inexperienced law enforcement officer and investigator receive the highest level of training possible, certain law enforcement officers will be selected by the agency to receive comprehensive specialized training and designation as a Field Training Officer (FTO). (10.11)

### 2.1. SELECTION

Officers shall be selected on the basis of leadership, ability, intelligence, temperament, and demonstrated professional conduct.

In order to be selected as a FTO, officers must meet the following criteria (10.07a):

- a. Must be fully qualified as an officer or an investigator without deficiency or fault in their performance as a sworn law enforcement officer;
- b. Have a minimum of one year of law enforcement experience with the agency;
- c. Have an overall satisfactory or higher performance evaluation for the past year;
- d. Have no disciplinary actions taken against them within one year of requesting to be an FTO;
- e. Have exhibited a good use of annual and sick leave management. "Good Use" can be defined as having maintained a positive leave balance for a minimum of one year prior to being selected as an FTO; and
- f. Have a positive, courteous, professional, and disciplined attitude.

When FTO vacancies become available, the Training Section will make an announcement to fill vacant or potentially vacant FTO positions statewide. Interested officers should submit a request in memorandum format through their chain of command to the Training Commander. Once the Training Commander receives all the requests, regional interviews will be scheduled with applicants who meet the selection criteria outlined above.

The interview board will consist of the Training Commander, all Regional Captains or designee(s). After the interviews are completed, a list will be compiled based upon the interviewees score. FTOs will be selected from the list based upon their interview ranking. Those officers selected to be FTOs will be evaluated annually by both the Training Commander and the FTO's direct supervisor on the employee's annual performance evaluation. If at any time the FTO is deemed to no longer be of the above listed caliber the FTO will be removed from the program.

### 2.2. TRAINING

The Training Commander will ensure that all FTOs and their supervisors receive training in the use of the standardized evaluation guidelines and the use of the various forms. (10.07b) Additionally, FTOs and supervisors must have attended and passed an FDLE approved 40-hour FTO course for law enforcement officers.

FTOs will then be provided the FTEP Training Manual by the Training Section outlining the operational details of the program.

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Officers who have not received training as described above are prohibited from acting as FTOs for evaluation and documentation purposes.

**2.3. PAY ADDITIVE**

Officers meeting the criteria to become an FTO are eligible to receive a five percent (5%) special pay additive upon meeting the following requirements:

- a. **ELIGIBILITY:** The FTO must have provided a full cycle (participation in all phases or at least 75% of Daily Observation Reports completed) of field training to an Officer-in-Training in order to be eligible to receive the 5% special pay additive. The pay additive will be processed upon the successful completion of the new Officer-in-Training's field training cycle.
- b. **RETENTION:** In order to retain the 5% special pay additive, the FTO must provide or participate (in one or more phases) of field training for one or more Officer-in-Training during a twelve (12) month period.
- c. **RESCINION:** The 5% special pay additive may be rescinded if one or more of the following criteria occur:
  1. Refusal to train a new Officer-in-Training when requested by the Training Commander.
  2. Promotion within the agency.
  3. Transfer to another Bureau or Region.
  4. Receipt of a substandard rating as an FTO on a Performance Evaluation.
  5. Receipt of a conditional evaluation due to poor work performance.
  6. The FTO does not participate in at least one phase of field training for a new Officer-in-Training within a twelve-month period.

**3. FIELD TRAINING PROGRAM**

Each Officer-in-Training will be assigned to selected FTOs after completion of agency orientation. Each new Officer-in-Training will be required to participate in the Field Training Program for a period of at least six weeks.

The FTO must perform the dual function of training and evaluation. As the Officer-in-Training proceeds through the Officer-In-Training Checklist (provided in the FTEP Manual), evaluation of the Officer-in-Training's performance is provided. The Officer-in-Training will rotate various field assignments to include dayshift and midnight shift, working with various FTOs, and may include working at both an interstate inspection station and a side station.

Field Training Supervisors shall be responsible for assigning FTOs to Officers-in-Training, monitoring the training provided, and supporting their personnel throughout the Field Training process. (10.07c)

**4. GENERAL GUIDELINES**

An Officer-in-Training will be evaluated by their FTO each day utilizing the standardized evaluation guidelines provided in the FTEP Manual and documenting performance on the Daily Observation Report. This is to ensure that each Officer-in-Training is rated on the facts concerning their performance. (10.07d,e)

Although the agency has numerous FTOs, it is also the responsibility of all A\agency employees to assist Officers-in-Training whenever possible.