

 <b>Kinston Police Department</b>	<b>POLICY: Field Training Program</b>						<b>POLICY #:</b>  <b>900-4</b>	
	<u><b>NCLEA Standards: 2.09; 2.10;</b></u>							
	<u><b>CALEA Standards: 4.3.4; 33.4.2; 33.4.3;</b></u>							
	<u><b>NCLM Standards: I.9.;</b></u>							
<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Revised</b>	<b>Revision</b> <b>Dates:</b>	01/01/21	07/28/25				<b>Effective Date:</b> <b>07-01-2019</b>	
<b>Approval: Chief of Police</b>								

## I. PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation, facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Kinston Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

## II. DEFINITIONS

- A. **FTO:** A Field Training Officer (FTO) is an experienced and senior member of an organization who is responsible for the training and evaluation of a junior or probationary level member.
- B. **Field Supervisor:** The Field Supervisor (Sergeant, Captain) shall be responsible for monitoring the training of the recruit by the FTO.
- C. **New Hire Development Team:** The New Hire Development Team (NHDT) consists of the Training Coordinator and Recruitment Coordinator. They shall be responsible for staff control and coordination of the onboarding process for new employees and Field Training Program.

## III. POLICY

It is the policy of the Kinston Police Department that all newly hired officers will participate in field training that is staffed and supervised by trained and qualified FTOs.

## IV. FIELD TRAINING

Standards require a minimum of 160 hours of on-the-job training for new officers prior to solo patrol. The Kinston Police Department through the direction of the Chief of Police and New Hire Development Team may extend this requirement in accordance with the Department Field Training & Evaluation Manual. **(NCLEA 2.09) (CALEA 33.4.3 a)**

The field training is designed to prepare trainees for a patrol assignment and acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department. The curriculum will be based on the most frequent duties completed by sworn personnel. **(CALEA 33.4.2 a)**

To the extent practicable, field training should include procedures for:

- a. Issuance of training materials to each trainee at the beginning of his/her field training.
- b. Daily evaluation and documentation of the trainee's performance to measure competency in the required knowledge, skills, and abilities. **(NCLEA 2.10) (CALEA 33.4.2 b)**
- c. A multiphase structure that includes: **(NCLEA 2.09 e)**
  1. A formal evaluation progress report completed by the FTOs involved with the trainee and submitted to the Training coordinator.
  2. Assignment of the trainee to a variety of shifts and geographical areas. **(NCLEA 2.09 d) (CALEA 33.4.3 f)**
  3. Assignment of the trainee to a rotation of FTOs in order to provide for an objective evaluation of the trainee's performance. **(CALEA 33.4.3 f)**
- d. The trainee's confidential evaluation of his/her assigned FTOs and the field training process.
- e. Retention of all field training documentation in the trainee's training file including:
  1. All performance evaluations.
  2. Documentation that the trainee has successfully completed the required number of field training hours.**(NCLEA 2.09 g)**

#### **V. NEW HIRE DEVELOPMENT TEAM (NCLEA 2.09 b) (CALEA 33.4.3 c)**

The Chief shall delegate certain responsibilities to the New Hire Development Team. The NHDT shall be appointed by and directly responsible to the Professional Services Major or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

- a. Assigning trainees to FTOs.
- b. Conducting FTO meetings.
- c. Maintaining and ensuring FTO and trainee performance evaluations are completed.
- d. Maintaining, updating and issuing the Field Training and Evaluation Manual to each FTO and trainee.
- e. Developing ongoing training for FTOs.
- f. Mentoring and supervising individual FTO performance.
- g. Monitoring the overall performance of field training.
- h. Obtaining from the Supervisor progress about the trainees' performance.
- i. Maintaining liaison with FTO stakeholders from other law enforcement agencies.
- j. Maintaining liaison with BLET academy staff on recruit officers' performance during academy attendance if and when employed with the Kinston Police Department. **(CALEA 33.4.3 d)**

Each Member of the New Hire Development Team should successfully complete a training course approved by this office that is applicable to supervision of field training within one year of appointment to this position.

## **VI. FIELD SUPERVISOR**

The Field Supervisor (Sergeant, Captain) shall be responsible for monitoring the training of the recruit by the FTO.

The responsibilities of the Field Supervisor include, but are not limited to:

- a. Reviewing all evaluation instruments forward to him/her by the FTO and for conducting a weekly evaluation interview with the recruit officer – this is subject to the New Hire Development Team discretion.
- b. Forwarding all evaluation reports to the Training Coordinator and for keeping him/her informed of any significant problem areas.
- c. Be a liaison to the NHDT for FTO/trainee assignments.
- d. Provide feedback to FTO's.
- e. Assist FTO's in training and remedial training.
- f. Provide counseling to FTO and trainee.
- g. Provide inspection of FTO and trainee in regards to appearance, conduct, and performance standards.
- h. Make routine field contact with each trainee.
- i. Disseminate FTO information and directives in a timely manner
- j. Handle trainee discipline.
- k. Be a good role model and have a positive attitude towards the training program.
- l. Provide recommendations for extension or termination of the program or release to a solo assignment for trainees.

## **VII. FIELD TRAINING OFFICER (FTO)**

A Field Training Officer (FTO) performs functions of the Kinston Police Department related to patrol, in-service training of new recruits, roll-call training for shifts and other duties related to the training and development of police personnel.

An employee in this position is charged with the responsibility of performing patrol duties, proper training and development of new recruits, shift training, report writing and performance evaluations. This employee assists the Kinston Police Department New Hire Development Team in accomplishment of overall training goals and objectives.

The responsibilities of the FTO include, but are not limited to: **(CALEA 33.4.3 g)**

- a. Issuing his/her assigned trainee field training materials in accordance with Policy. **(NCLEA 2.09 f)**
  - The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
  - The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.
- b. Completing and reviewing daily performance evaluations with the trainee.
- c. Completing and submitting a written evaluation on the performance of his/her assigned trainee to the New Hire Development Team on a daily basis. **(CALEA 33.4.3 h)**
- d. Completing a detailed performance evaluation of his/her assigned trainee at the end of each phase.
- e. Providing the shift supervisor with a verbal synopsis of the trainee's activities at the end of each shift or during any unusual occurrence needing guidance or clarification.
- f. The FTO and the New Hire Development Team shall ensure that the trainee has all required lethal and less than lethal weapons and the required training. **(CALEA 4.3.4)**
- g. The FTO shall ensure that the trainee has all necessary equipment related to job function.

## **VIII. FTO SELECTION**

The selection of an FTO will be at the discretion of the Chief of Police, Major of Professional Services or the New Hire Development Team. Selection will be based on the officers:

- a. Desire to be an FTO.
- b. Experience, which should include a minimum of two years of patrol experience or approval by the Chief of Police.
- c. Possess the technical knowledge necessary for the successful performance of the police officer's position and be able to relay this knowledge to a new employee accordingly.
- d. Have achieved no less than a standard rating on their annual performance appraisal for the last two years.
- e. Demonstrated ability as a positive role model.
- f. Possess a desire to participate and exhibit a commitment of the goals of the program.
- g. Evaluation by supervisors and current FTOs.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance. They shall not have received any Departmental level disciplinary action within the previous twelve (12) months, unless such requirement is specifically waived by approval of the Chief of Police. **(NCLEA 2.09 a) (CALEA 33.4.3 b)**

## **IX. TRAINING**

An officer selected as an FTO shall successfully complete the department-approved FTO course prior to being assigned as an FTO. **(NCLEA 2.09 c) (CALEA 33.4.3 e)**

All FTOs should complete FTO in-service training as assigned by the FTO Coordinator. **(CALEA 33.4.3 e)**

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the NWDT regarding specific questions related to FTO or field training.

## **X. FTO COMPENSATION**

The FTO shall be financially compensated for training a newly hired officer. Refer to Kinston Police Department Policy 100-13 Career Development for guidelines on FTO compensation.