

***P.O. 1402 Field Training Officer (FTO) Program***

Effective From:	01-09-2020	Effective To:	Current
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***B. P.O. 1402 - Field Training Officer (FTO) Program***

**1. FTO PROGRAM**

**i) Overview**

- a) Upon graduation from the LSP Training Academy, Probationary Troopers will enter the FTO Program. The program will be a minimum of ten weeks, and may be extended a maximum of six weeks when necessary, for a total of sixteen weeks. If a Probationary Trooper has not achieved a level of competence to operate alone after sixteen weeks, the Troop Commander shall forward a recommendation for separation through his chain-of-command for consideration.

**ii) Scope**

- a) Each Probationary Trooper should rotate through several FTO's. The FTO's shall coach, develop, and evaluate the Probationary Trooper for several phases.

**1) Weeks 1 through 4: Primary FTO.**

- (i) During the first two weeks, the Primary FTO will drive the vehicle. Beginning with week 3, the Probationary Trooper will begin driving the vehicle.

**2) Weeks 5 through 6: Second FTO.**

**3) Weeks 7 through 8: Third FTO.**

- (i) At the end of this phase, the FTO Supervisor will meet with the three FTO's and determine whether the Probationary Trooper is ready for the final evaluation phase, or if they should be extended.

- (a) If the Probationary Trooper needs to be extended, they will spend Weeks 9 through 10 with whichever FTO the FTO Supervisor deems necessary (with a goal of resolving problem areas).

- (b) If the Probationary Trooper needs to be extended again, they will spend Weeks 11 through 12 with whichever FTO the FTO Supervisor deems necessary

- (c) If the Probationary Trooper needs to be extended a final time, they will spend Weeks 13 through 14 with whichever FTO the FTO Supervisor deems necessary. There will be no extensions following these two weeks and Weeks 15 and 16 will be the final evaluation phase.

- 4) When the Probationary Trooper is ready for the final evaluation phase, they will spend their last two weeks with the primary FTO. During this time, the FTO will observe and intervene only when absolutely necessary (e.g. officer safety issues, legal issues, etc....). Following completion of this two week period, the FTO Supervisor will make a final recommendation regarding the Probationary Trooper.

- (i) If a Probationary Trooper is consistently performing in a satisfactory manner in all categories, the FTO Supervisor will complete an FTO Program Completion form and the Probationary Trooper is released for solo duty.

- (ii) If a Probationary Trooper is not consistently performing in a satisfactory manner in all categories, the FTO Supervisor will complete an FTO Program Completion form and note that the Probationary Trooper is not released for solo duty and is recommended for separation.

- iii) Each Troop will have an FTO Supervisor who will coordinate FTO assignments, and meet with FTO's and Probationary Troopers to ensure the program is running smoothly.
- iv) At the end of each rotation, the FTO shall meet with the next FTO in the rotation. They should discuss the Probationary Trooper's strengths and areas that need development.
- v) Networked FTO Evaluation Database (NFED)
  - a) The FTO Program is conducted through the NFED's computer system. The system allows all FTO paperwork to be done online. All forms are digitally signed through a password protected system. All digital files are maintained in the DPS computer network.
  - b) Only the Training Academy FTO Coordinator Operations Lieutenant and Executive Officer are approved to delete forms from the system. This is done only at the direction of an FTO Supervisor, and is intended only for forms created through error. The Training Academy FTO Coordinator will maintain a record that identifies which forms were deleted, and the requesting supervisor's name.

## 2. DUTIES AND RESPONSIBILITIES

- i) Training Academy Director shall:
  - a) Administer and manage the program.
  - b) Establish policies and procedures for the program.
  - c) Prescribe and ensure training is conducted for the FTOs.
  - d) Institute evaluation guidelines for the program.
  - e) Digitally sign all Program Completion Reports, verifying all forms were appropriately signed at the troop level.
- ii) Training Academy Operations Lieutenant shall:
  - a) Assist the Training Academy Director in the administration of the program.
  - b) Maintain liaison with FTO Coordinator to ensure the overall progress of the program and to identify and correct any deficiencies.
  - c) Establish a training program and maintain training records of the FTOs.
  - d) Develop In-Service training programs for FTOs based upon the operational needs of the Department.
  - e) Evaluate and review the program to ensure that the objectives are being achieved.
  - f) Identify and initiate necessary changes in the Academy Training Program to fulfill the training needs of the Probationary Trooper.
- iii) Troop Commanders shall:
  - a) Select a sufficient number of officers to serve as FTOs. Selected members should be volunteers, and possess the following qualifications:
    - 1) A thorough knowledge of and proficiency in the skills necessary for the performance of job duties.
    - 2) The ability to use sound judgment and to make sound decisions promptly.
    - 3) The ability to communicate effectively orally and in writing.
    - 4) The ability to manage FTO responsibilities in a diligent and conscientious manner.
    - 5) Adherence to professional ethics and unquestionable personal integrity.
    - 6) A neat personal appearance and physical fitness.
    - 7) The ability and willingness to coach, develop, and counsel the Probationary Trooper.
    - 8) The ability to identify the Probationary Trooper's deficiencies and provide corrective training.
  - b) Ensure that every possible effort has been made to develop the Probationary Troopers.
  - c) Ensure that under no circumstances will the Probationary Trooper be assigned alone prior to completion of the FTO Program.
  - d) Designate a sergeant to serve as Troop FTO Supervisor.

- e) Review program reports for information concerning the Probationary Trooper's progress and provide input concerning the administration of the program.
- f) Ensure the policies, procedures and provisions of this regulation are followed and the program objectives are being met.
- g) Recommend personnel action on a Probationary Trooper based upon documentation from the FTO and FTO Supervisor.
- h) Digitally sign all Program Completion Reports assuring that all FTO forms are digitally signed.
- iv) Shift Supervisor shall:
  - a) Assign Probationary Troopers to FTOs.
  - b) Work closely with the FTO Supervisor in any area concerning the FTO Program.
  - c) Review daily observation forms.
  - d) Consult with the FTOs and complete biweekly evaluations on the Probationary Troopers.
  - e) Serve as a counselor to the Probationary Troopers and FTOs when necessary.
  - f) Coordinate with FTO Supervisor to keep the Troop and Training Academy Commanders informed on the Probationary Trooper's progress.
- v) FTO Coordinator shall:
  - a) Assist the Training Academy Operations Lieutenant in the administration of the program.
  - b) Maintain liaison with Troop FTO Supervisors to ensure the overall progress of the program and to identify and correct any deficiencies.
  - c) Review all biweekly reports and associated documentation submitted by each Troop FTO Supervisor.
  - d) Maintain NFED access control, and alert the Office of Technology Services to problems in the system.
  - e) Archive NFED computer files when a Probationary Trooper successfully completes the FTO program.
  - f) Delete NFED computer files only when receiving email documentation from FTO Supervisors.
  - g) Assist the Training Academy Operations Lieutenant with the development of In-Service training programs for FTOs.
  - h) Assist the Training Academy Operations Lieutenant with the evaluation and review of the program to ensure objectives are being achieved.
  - i) Act as a liaison for the FTO Supervisors.
  - j) Recommend organizational and procedural changes that may benefit the program.
- vi) FTO Supervisor shall:
  - a) Be the coordinator for his respective troop. He should be selected by the Troop Commander and must have completed FTO training. Due to the nature of his duties, he will need some latitude in his work schedule. The FTO Supervisor's duties include, but are not limited to:
    - 1) Assuring that training is conducted in a standardized fashion.
    - 2) Maintaining a training file on each Probationary Trooper assigned to the Troop.
    - 3) Reviewing all Daily Observation Reports (DORs) to ensure that proper documentation is being completed.
    - 4) Assisting shift supervisors with questions or problems relating to FTO Program.
    - 5) Coordinating with the shift supervisors to keep the Troop Commander informed on each Probationary Trooper's progress.
    - 6) Scheduling and conducting FTO meetings prior to FTO rotation.
    - 7) Monitoring and evaluating the Probationary Trooper's progress, the FTO's performance and the effectiveness of the program, and notifying the Troop Commander of such.

- 8) Assuring that all FTO forms are digitally signed.
- vii) FTO shall:
  - a) Submit a letter to their Troop Commander requesting consideration for the FTO program.
  - b) Complete the FTO training provided by the Training Academy.
  - c) Complete any In-Service training required by the Training Academy.
  - d) Conduct the field coaching and act as a role model for the Probationary Trooper by:
    - 1) Guiding the application of cadet training through observation and coaching.
    - 2) Explaining and demonstrating the job tasks or techniques to be performed.
    - 3) Identifying and documenting the strengths and weaknesses of the Probationary Trooper.
    - 4) Encouraging the proper attitude and spirit of professional police service.
    - 5) Conducting daily evaluations of the Probationary Trooper's performance throughout the field training period documenting such daily.
    - 6) Effectively communicate with and counsel the Probationary Trooper when necessary.
    - 7) Communicate with the immediate supervisor and the Troop FTO Supervisor regularly concerning the performance of each Probationary Trooper.
    - 8) Continue to perform all regularly-assigned duties and responsibilities.
    - 9) Attend scheduled FTO meetings and provide necessary documentation.

### 3. DOCUMENTATION

- i) The following forms will be utilized through the Networked FTO Evaluation Database during the administration of the program:
  - a) Reports Completed For Every Day the Probationary Trooper Works:
    - 1) Daily Observation Report.
  - b) Reports Completed For Each Probationary Trooper at Least Once During the Program:
    - 1) Guided Observation: Troop Operations.
    - 2) Guided Observation: Patrol Fundamentals.
    - 3) Guided Observation: Unknown Risk Traffic Stop.
    - 4) Guided Observation: Motor Vehicle Crash Investigation.
    - 5) Guided Observation: Driving While Intoxicated.
    - 6) Guided Observation: Adult Criminal Arrest Warrant/Non-Warrant.
    - 7) Guided Observation: Juvenile In Custody Situation.
  - c) Reports Completed Biweekly:
    - 1) Supervisor Biweekly Report
  - d) Reports Completed As Needed:
    - 1) Report Exemplar Cover Sheet.
    - 2) Developmental Plan.
    - 3) Critical Incident Report.
    - 4) Request for Extension of Training.
    - 5) FTO Meeting/Evaluation Session.
    - 6) FTO Program Completion Report.