

LITTLE ROCK POLICE DEPARTMENT**GENERAL ORDER****G.O. 333 FIELD TRAINING PROGRAMS**

DATE: 09/25/2023	DISTRIBUTION: DEPARTMENTAL	REPLACES: 11/10/2021	NUMBER: G.O. 333
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I. Purpose and Scope

- A. This order is to establish the guidelines for the field training programs located in the Field Services Bureau, Investigative Bureau, and all Probationary Sergeant training.
- B. This order is to establish the Field Training Committee.

II. General

- A. Field training programs provide on-the-job training to officers who have graduated Little Rock Police Department Academy, transferred to the position of detective, or promoted to the rank of Sergeant. Personnel who enter into these programs require guidance, instruction and evaluation by someone who has been designated as a Field Training Officer (FTO)/Detective (FTD) or Field Training Sergeant (FTS).
- B. The Training Division Commander shall have overall operational responsibility for the Field Training Program.

III. Definitions

- A. Field Training Officer (FTO) - An officer who has received a field training certification. The FTO is trained to provide guidance, instruction, and effectively integrate the probationary officer into their new work environment.
- B. Field Training Detectives (FTD) – A FTO assigned to the detective division or other investigative unit. The FTD is trained to provide guidance, instruction, and effectively integrate the new detective/investigator into their new work environment.

NOTE: FTD must have three (3) years of investigative experience.

- C. Field Training Sergeant (FTS) – A Sergeant, who has been designated by the Division Commander, to provide guidance, instruction and to effectively integrate the newly promoted Sergeant into their new work environment.
- D. Probationary Police Officer (PPO) - A Probationary Officer is a police officer that has not yet completed their probationary period.
NOTE: Probationary Police Officers will only be assigned with an FTO or with officers who have three (3) years of experience.
- E. Field Training Coordinator (FTC) – A sergeant located in the Training Division that coordinates all PPOs training and oversees training of FTO's and FTD's.
- F. Probationary Police Sergeant (PPS) - A Probationary Sergeant is a sergeant that has not yet completed their six (6) month probationary period.

- G. Detective – Sworn personnel whose primary responsibility is to follow-up on incidents involving criminal and traffic offenses. Duties also include investigating ongoing criminal activity not yet reported.
- H. Field Training Committee – A committee that is responsible for reviewing and implementing documentation and training of all field training programs listed in this general order and selecting Field Training Officers from those candidates that apply or nominated.

IV. Little Rock Police Department Field Training Committee

- A. The Field Training Committee serves to review the field training practices of the Little Rock Police Department and to make recommendations to the Chief of Police regarding changes in training of FTO's, FTD's, and FTS's in regards to policy, procedures and documentation. The Committee will also serve to select the Field Training Officers for the Little Rock Police Department.
- B. Procedures
 - 1. The Assistant Chief of Police-Executive Bureau, responsible for the Training Division, shall appoint members to the LRPD Field Training Committee on a biennial basis. These appointments should be in consultation with the Assistant Chiefs of Police over the Investigative Bureau and the Field Services Bureau. The Committee shall be comprised of the following:
 - a) Advisor, Assistant Chief- Executive Bureau; (permanent)
 - b) Chairman, Training Division Major ~~Captain~~; (permanent)
 - c) Member, Training Division Lieutenant (permanent)
 - d) Member, Recruit Training Sergeant ~~Field Training Coordinator~~ (permanent)
 - e) ~~Member, Patrol Field Training Sergeant;~~
 - e) Member, Patrol Field Training Officer, Northwest Division;
 - f) Member, Patrol Field Training Officer, Southwest Division;
 - g) Member, Patrol Field Training Officer, 12th Street Division;
 - h) Member, Major Crimes Field Training Detective;
- C. Should a member wish to be released prior to the end of their term, they shall submit a letter through their chain of command to the Assistant Chief of Police –Executive Bureau making such request.
- D. Should any member transfer from their division, a new committee member will be appointed from the division in which they left.
- E. Should any member miss two consecutive meetings, the committee chairman may request his/her removal and immediate appointment of a replacement.
- F. The Committee shall meet annually and additional meetings may be scheduled at the direction of the Committee Chairman, if necessary.

G. The Committee shall serve as a liaison between Department personnel and the Training Division to:

1. Review and make recommendations concerning all documentation used in the Field Training Programs
2. Review and make recommendations to improve the training of all:
 - a) Probationary Police Officers;
 - b) New Detectives;
 - c) Probationary Police Sergeants;
 - d) Field Training Officers/Detectives;
 - e) Field Training Sergeants.
3. Review and make recommendations for changes to all policies and procedures that govern the Field Training Programs.
4. Make sure the Field Training Programs are using best practices in all aspects.

H. Reporting

1. The Training Committee Chairman shall prepare a written report after each meeting that will be forwarded to all of the Assistant Chiefs of Police and the Chief of Police.

V. FTO, FTD, & FTS Qualification Criteria

A. Officers shall complete three (3) years of satisfactory patrol/investigative experience before being considered to be an FTO, however special exceptions will be considered on a limited basis as determined by the Office of the Chief of Police.

B. Patrol Officers considered for the position of FTO should:

1. Display a willingness to train probationary police officers;
2. Demonstrate the necessary written and verbal skills required of training officers;
3. Teach by example, as demonstrated by their prior performance and evaluation;
4. Understand that the FTO system is vital to the Department and requires extra effort and responsibility;
5. A minimum of three years of full time law enforcement experience and must possess no less than a General Certificate obtained through the Commission on Law Enforcement Standards and Training (CLEST);
6. Possession of an Instructor Development Certificate is not required but is preferred; and,
7. Shall not have been found to be untruthful.

C. Detectives considered for the position for FTD should:

1. Display a willingness to train new detectives;
 2. Demonstrate the necessary written and verbal skills required of training officers;
 3. Have a Field Training Officer certification;
 4. Possess the necessary knowledge and experience as a detective and can teach by example, as demonstrated by their prior performance and evaluation.
 5. Possession of an Instructor Development Certificate is not required but is preferred.
 6. Have at least three (3) years investigative experience.
 7. Shall not have been found to be untruthful.
- D. Sergeants considered for the position of FTS should:
1. Demonstrate the necessary written and verbal skills required to train new sergeants;
 2. Possess the necessary knowledge and experience as a sergeant and can teach by example, as demonstrated by their prior performance and evaluation.
 3. Possess a Field Training Officer certification would be preferable but not required.
 4. Possession of an Instructor Development Certificate is preferred but not required.
 5. Have at least two (2) years of experience is preferred but not required.

VI. Field Training Officer/Field Training Detective Selection

- A. The Field Training Committee shall have the responsibility of selecting all Field Training Officers and Field Training Detectives.
- B. The Field Training Committee shall announce the position of FTO/FTD for those that qualify.
- C. Officers/detectives will submit a letter to request to become an FTO/FTD and must forward their request through their Chain of Command.
- D. The candidate's immediate supervisor will evaluate the candidate's qualifications and submit a recommendation through their chain of command to the Assistant Chief Police –Executive Bureau. The recommendation should be specific as to the nominated candidate's qualifications and should be accompanied by supporting documentation. The request will then be forwarded to the Training Division Commander.
- E. The Field Training Committee will base their selection of officers and detectives on the following factors: (The FTC will gather the following information on all applicants)
 - a. Evaluations of the applicant's Chain of Command.
 - b. Annual Performance Evaluations
 - c. Activity as a Patrol Officer/Detective (Arrests, Citations, Calls, Officer initiated activity)
 - d. Past/Pending Discipline
 - e. Any additional pertinent information

- F. It is recommended any candidate attend an Instructor Development Class.
- G. Any candidate for FTO/FTD will need to attend the Field Training Officer's Training prior to training.
- H. Division Commanders have the authority, upon approval from the Assistant Chief of Police, to nominate an officer/detective who does not indicate a desire to be an FTO/FTD, to serve in the capacity of an FTO/FTD, if it is deemed in the best interest of the Department.

VII. Field Training Sergeant Selection

- A. The Field Training Committee shall announce the position of FTS for those that qualify.
- B. For those sergeants that submit their request to become an FTS must forward their request through their Chain of Command to the Assistant Chief Police.
- C. The candidate's immediate supervisor will evaluate the candidate's qualifications and submit a recommendation through their chain of command to the Assistant Chief Police –Executive Bureau. The recommendation should be specific as to the nominated candidate's qualifications and should be accompanied by supporting documentation. The request will then be forwarded to the Training Division Commander.
- D. The Field Training Committee will base their selection of sergeants on the following factors: (The FTC will gather the following information on all applicants)
 - a. Evaluations of the applicant's Chain of Command.
 - b. Annual Performance Evaluations
 - c. Activity as a supervisor.
 - d. Past/Pending Discipline
 - e. Any additional pertinent information
- E. It is recommended for FTS to attend an Instructor Development Class.
- F. Any candidate for FTS will need to attend the Field Training Officer's Training prior to training.
- G. Division Commanders have the authority, upon approval from the Assistant Chief of Police, to nominate a sergeant who does not indicate a desire to be an FTS, to serve in the capacity of an FTS, if it is deemed in the best interest of the Department.

VIII. Training/Compensation/Assignment

- A. Field Training Officer and Field Training Detectives
 - 1. Candidates for FTO and FTD will attend training developed by the Field Training Committee to earn the Field Training Officer Certification. The purpose of this training is to prepare the new FTO/FTD to effectively integrate the probationary officer/detective into his/her new work environment.
 - 2. Upon completion of the training, the officer/detective will receive the FTO certification and will be issued their FTO insignia.

3. Only Field Training Officers/Detectives are entitled to wear the FTO insignia on their uniform.
 4. If possible, after the Officer/Detective has successfully obtained the FTO certification, he/she will be assigned a probationary officer/detective by the Division Commander/Field Training Coordinator.
 5. All Field Training Officers/Detectives must attend refresher training annually. These are scheduled by the Training Division. This training is designed to update the FTO/FTD in new training evaluation techniques and police procedures.
 6. Field Training Officers/Detectives will receive additional compensation for training as established by the Department and/or the Statement of Agreement. Such compensation shall only apply during the time when the FTO/FTD is actively engaged in training.
- B. Division Commanders will ensure they provide an adequate number of Field Training Officers per shift. Division Commanders may temporarily transfer an FTO, FTD and FTS from another shift to accommodate the requirements of their Division.
- C. Field Training Sergeants
1. Field Training Sergeants are required to attend refresher training only when the Field Training Committee determines there is a need to provide all Field Training Sergeants with additional training.
 2. Field Training Sergeants will receive additional compensation for training as established by the Department and/or the Statement of Agreement. Such compensation shall only apply during the time when the FTS is actively engaged in training.

IX. Field Training Length

- A. Probationary Police Officers
1. Probationary Police Officers will receive a minimum of 480 hours of field training by a Field Training Officer after graduation from the Little Rock Training Academy.
 2. When a FTO is not available, the PPO can be supervised by a senior officer, however this time does not count towards the minimum amount of training hours.
 3. Field Sergeants may consider an alternate plan when an FTO is not available. This includes the PPO job shadowing in Communications, COPP, Property Crimes Detectives, and Property Room.
- B. Detectives
1. All new Detectives will receive a minimum of 240 hours of field training consisting of basic investigative knowledge and procedures by a Field Training Detective.
- C. Supervisors
1. All Probationary Police Sergeant's will receive a minimum of 120 hours of field training by a Field Training Sergeant after promotion.

2. A Probationary Police Sergeant should never be on duty alone without the assistance of another supervisor during their field training period.

X. Documentation and Responsibilities

A. Field Training Coordinator

1. Supervise the field training for all probationary police officers until released from the program.
- ~~2. Evaluate and assign recruit officers to FTOs and distribute training schedules.~~
2. Review field training documentation to ensure that training is properly given and documented while providing feedback to the FTO and PPO to improve performance.
- ~~2. Maintain all related field training files, ensuring completed training records are returned to the Training Division upon completion of field training.~~
3. Review all documents associated with the PPO Field Training Manual as necessary and update documents as needed.
- ~~3. Obtain feedback from field supervisors on FTO's and PPO's daily performance.~~
4. ~~The PPO Manual once completed and signed by FTO will be sent to FTC and reviewed by the Training Division Chain of Command. After review it will be sent to the Executive Bureau Assistant Chief of Police. Ensure completed FTO The manuals will then be~~ are forwarded to the Police File Specialist at the Training Division to be included in the PPO's training file.
5. Design and monitor the creation and implementation of remedial training for PPOs who are progressing below acceptable standards while in field training.
- ~~5. Conduct transition meetings with FTOs to facilitate a smooth transfer from one FTO to another.~~
6. In coordination with the field supervisors, monitor the performance of FTOs and provide counseling and/or training to improve the skills in reference to their FTO duties.
7. Consult with the FTOs chain of command after every training cycle to provide feedback on individual FTO's performance. Prepare a FTO participation report for the Training Division Commander and the Field Services Patrol Commanders.
8. Design and implement FTO, FTD and FTS schools and refresher training.
- ~~6. Coordinate with the Recruit Training Sergeant to ensure recruits are being trained properly to meet the needs of Patrol.~~
9. Participate on the Field Training Committee.
10. Ensure all field training for the PPOs, FTOs, FTDs, and FTSs complies with CLEST, CALEA, Department General Orders, and Rules and Regulations.

B. Probationary Police Officer

1. The Training Division will be responsible for entering a PPO into Virtual Academy ~~providing a blank PPO Field Training Manual~~ upon graduation from the Little Rock Police Academy.

2. It is the responsibility of the Field Training Officer to whom the PPO is assigned:
 - a) Accurately and fairly complete the Field Training Officer's Manual on a daily basis for each PPO assigned to him/her. It should indicate the Probationary Police Officer's performance and training progress. These manuals will be completed in accordance with the FTO training provided.
 - b) Obtain experience for the PPO during the field training process. This means volunteering for calls, making community contacts and conducting enforcement activities.
3. It is the responsibility of the field sergeant to whom the PPO is assigned:
 - a) Complete all administrative files involving all PPO's under their command. This is to include use of force, pursuits, injuries, accidents, and citizen's complaints.
 - b) Work with the Field Training Coordinator to identify issues or additional training needed by the PPO assigned.
 - c) The field sergeant is required to partner with the PPO for 4 hours on patrol at a minimum. This evaluation must happen within the last 40 hours of their field training. The sergeant must document the PPO's progress to be included in the manual.
4. It is the responsibility of the Shift Commander to monitor the progress of all PPOs. They will consult with their Sergeants and keep the Division Commander and the Field Training Coordinator informed of any issues involving the PPO.

C. New Detective

1. It is the responsibility of the Field Training Detective to:
 - a) Accurately and fairly complete the Detective Training Manual on a daily basis for the new detective assigned to him/her. It should indicate the new detective's performance and training progress. The manual will be completed in accordance with the training provided.
 - b) Obtain experience for the new detective during the field training process. This means volunteering for cases, conducting interviews and interrogations, obtaining warrants and other similar investigative duties.
2. It is the responsibility of the Detective Sergeant to:
 - a) ~~Enter Provide a blank new Detective into Virtual Academy. Training-~~
~~Manual to the new detective.~~
 - b) To review the Detective Training manual on a weekly basis. The Sergeant must identify any issues involving the new detective and take corrective action immediately. Any corrective action must be documented.
3. It is the responsibility of the Lieutenant to monitor all new detectives' progress.
4. All completed Detective Training Manuals should be signed off at every level up to the Assistant Chief of Police. The manual will then be forwarded to the Police Records File Specialist at the Training Division to be included in the training files.

D. Probationary Police Sergeant

1. It is the responsibility for the Training Division to ~~provide~~ enter all newly promoted sergeants ~~with a blank Police Sergeant Field Training Manual~~ into Virtual Academy.
2. It is the responsibility of the Field Training Sergeant to:
 - a) Accurately and fairly complete the Sergeant Field Training Manual on a daily basis. It should indicate the Probationary Sergeant's performance and training progress. These manuals will be completed in accordance with the training provided.
 - b) Obtain experience for the PPS during the field training process. This means volunteering for file preparation, field supervision, worksheet preparation and other field training opportunities that will maximize the Probationary Sergeant's job knowledge and abilities.
 - c) Immediately document and notify the Lieutenant of any deficiencies in performance or decision making ability that are observed during the field training phase.
3. It is the responsibility of the Lieutenant to:
 - a) Monitor all probationary Sergeant's progress. Review the Sergeant Field Training Manual weekly.
 - b) Take immediate action should deficiencies in performance and/or decision making abilities be observed. All observations and actions should be documented immediately.
4. The PPS Manual must be completed and signed at every level of command up to the Assistant Chief of Police. The manual will then be forwarded to the Police Records ~~File~~ Specialist at the Training Division to be included in the training files.

E. Probationary Lieutenants

1. Division Commanders will be responsible for training and documentation regarding probationary lieutenants. A monthly evaluation memorandum will be submitted by the Division Commander through the chain of command for the probationary period. After being reviewed by the Office of the Chief of Police, a copy will be forwarded to the Police Record Specialist at the Training Division to be included in the training file.

XI. Evaluations of Field Training Officers/Detectives

- A. All Field Training Officers shall be evaluated by the Field Training Coordinator using the Field Training Officer Form 5200-31. The Field Training Detective will be evaluated on the same form by their immediate supervisor. This evaluation shall be made at the completion of the field training of personnel within their Division. The evaluation form will be then forwarded through the chain of command for review. Once this review is complete, the form will be forwarded to the Training Division to be kept in the Field Training Officer's training file.

- B. At the end of a Probationary Police Officer's field training, the Training Division's Field Training Coordinator will forward the Field Training Officer Critique Form 5200-32 to each PPO. The PPO will receive one form for every FTO that trained them. The form will be completed by the PPO and forwarded back to the Training Division's Field Training Coordinator. To protect the confidentiality of the form, the PPO will forward this document in a sealed envelope via departmental mail to the Training Division's Field Training Coordinator. Each Field Services Division Captain will receive a report from the Training Division summarizing the critiques received on each FTO under their command. This report will be generated by the Field Training Coordinator.
- C. All Field Training Sergeants shall be evaluated by their immediate supervisor using the Supervisor Training Forms (5200-28-30). This evaluation shall be made at the completion of the field training of personnel within their Division. These evaluation forms will then be forwarded through the chain of command for review. Once this review is complete, the forms will be forwarded to the Training Division to be kept in the Field Training Sergeant's training file.

XII. Removal of a Field Training Officer/Detective from the Field Training Program

- A. A Field Training Officer/Detective may be removed from the FTO Program, and the certification may be revoked, for cause including but not limited to:
 - 1. The desire of the Division Commander or the Field Training Committee with just cause;
 - 2. Written request for removal by the Field Training Officer/Detective will be considered;
 - 3. A Field Training Officer/Detective who fails to maintain the training requirements of the program;
 - 4. A Field Training Officer/Detective fails to properly train and document the training of any trainee;
 - 5. At any time a Field Training Officer/Detective shows through his/her actions and work ethic a lack of interest in maintaining his/her status as an Field Training Officer/Detective;
 - 6. When supervisors do not utilize a Field Training Officer/Detective due to failure of the Officer's ability to maintain the standards of the program.
- B. The following steps must be followed in order to remove an FTO certification if the action is not in conjunction with a discipline file:
 - 1. The supervisor making the request will provide documentation and a memorandum detailing the reasons for the revoking of the certification.
 - 2. If the Division Commander or the Field Training Committee agrees with this request, he/she will submit this recommendation to the Assistant Chief of Police of the corresponding bureau.
 - 3. If requested by the Assistant Chief of Police, the Field Training Officer/Detective may be requested to present oral and/or written testimony on his/her behalf.
 - 4. Upon the approval of the Assistant Chief of Police, the request will be forwarded to the Chief of Police.

5. If the Chief of Police orders the Field Training Officer/Detective's certification revoked, this order will be forwarded to the Commission on Law Enforcement Standards, via the Training Division's Police Records ~~File~~ Specialist.
 6. The Chief of Police can order the Field Training Officer/Detective's certification revoked at their discretion.
 7. The Field Training Officer/Detective will be removed from the program and the insignia will be taken from the uniform.
- C. Nothing in this General Order prevents a Division Commander from not utilizing a Field Training Officer/Detective or a Field Training Sergeant at their discretion.

XIII. Termination Procedure for a Probationary Police Officer

- A. While the goal of the Field Training Program is to produce a fully trained, competent patrol officer, some Probationary Police Officers fail to achieve the level of competency required to attain this goal regardless of the efforts by program personnel. The decision to terminate due to lack of skills and/or competency should be made after all counseling and remedial training has been exhausted. The following procedure will be adhered to only if there is no corresponding discipline file:
1. The Probationary Police Officer's Sergeant ~~Field Training Coordinator~~ will compile the following documentation:
 - a) A memorandum from each FTO and supervisor to whom the PPO was assigned. These memos should detail the Probationary Police Officer's deficiencies as a police officer.
 - b) The Probationary Police Officer's Sergeant ~~Field Training Coordinator~~ will create a memorandum containing a summary of the FTO and supervisor statements. This memorandum should also detail all counseling and remedial training performed and a recommendation of termination.
 - c) The officers training manual (completed)
 - d) A copy of all Observation Reports (LR-11 & 12) received by the recruit.
 - e) Associated letters memos and other pertinent documentation.
 2. The ~~Training~~ Probationary Police Officer's Lieutenant will review the documentation and will make a recommendation and forward to the ~~Training~~ Division Commander.
 3. If needed, the ~~Training~~ Division Commander can convene a meeting of all personnel involved to discuss the PPO. The ~~Training~~ Division Commander may consider reassignment or other reasonable alternative to termination. If the ~~Training~~ Division Commander makes a recommendation of termination, the documentation will be forwarded to the Assistant Chief of Police, Field Services ~~Executive~~ Bureau.
 4. If the Assistant Chief of Police determines that the PPO needs to be terminated, the documentation will be forwarded to the Chief of Police for final determination.
 5. Once the decision to terminate the PPO is made, the Chief of Police or designee will advise the PPO of the Department's intent to terminate employment.
 6. All documentation will be forwarded to the Chief's Office and be placed in the Probationary Police Officers personnel file.

XIV. Demotion Procedure of a Probationary Police Sergeant

- A. While the goal of the Field Training Program is to produce a fully trained, competent Sergeant, some Probationary Police Sergeants fail to achieve the level of competency required to attain this goal regardless of the efforts by program personnel. The decision to demote due to lack of skills and/or competency should be made after all counseling and remedial training has been exhausted. The act of demoting a Probationary Police Sergeant must be completed prior to the end of the six month probationary period. The following procedure will be adhered to only if there is no corresponding discipline file:
1. The Probationary Police Sergeant's Lieutenant will compile the following documentation:
 - a) A memorandum from each Field Training Sergeant and supervisor whom the PPS was assigned. These memos should detail the Probationary Police Sergeant's lack of performance and/or skills.
 - b) A memorandum from the current Lieutenant containing a summary of the FTS. This memorandum should also detail any counseling and remedial training performed.
 - c) The Probationary Police Sergeant's training manual (completed)
 - d) Associated letters, memos and other pertinent documentation.
 2. The lieutenant will review the documentation and will make a recommendation of demotion and forward to the Division Commander.
 3. If needed, the Division Commander can convene a meeting of all personnel involved to discuss the PPS. The Division Commander may consider reassignment or other reasonable alternative to demotion. If the Division Commander makes a recommendation of demotion, the documentation will be forwarded to the responsible Assistant Chief of Police of that Bureau.
 4. Once the Assistant Chief of Police determines that the PPS needs to be demoted, the documentation will be forwarded to the Chief of Police for final determination.

Additions and revisions are *italicized and underlined*.

Deletions are denoted with a strike through.