

OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

MEMORANDUM

TO: All Personnel

DATE: 02 Jun 14

SUBJECT: Revision of DGO B-08, FIELD TRAINING PROGRAM (02 Mar 09)

The purpose of this memorandum is to notify all personnel of a revision to DGO B-08.

SO 9109 has been incorporated in to the revision and is hereby rescinded.

The following is a summary of the substantive changes. This summary shall not take the place of the review and understanding of the entire document.

1- Revised Part II, B, 13 (FTO Nomination Qualifications):

From: Officers with a sustained Class 1 are ineligible to be nominated or participate in the FTO testing process for a minimum of two (2) years from the date of finding.

To: Be presumed ineligible to serve as a FTO for 12 months following a sustained Class I offense and such cases shall be considered important in evaluating eligibility for two (2) years following the completion of the investigation.

2- Added Part II, C, 4, c (BFO Deputy Chief Review):

Review and comment on all sustained IAD findings in the two (2) year period preceding nomination and make a written recommendation of eligibility to the Chief of Police.

3- Added the authority for the Chief of Police to designate officers assigned to specific field based units outside of Patrol or Foot Patrol to serve as FTOs and receive FTO incentive pay.

Personnel shall acknowledge receipt, review, and understanding of this directive in accordance with the provisions of DGO A-1, DEPARTMENTAL PUBLICATIONS.

By order of



Sean Whent
Chief of Police

Date Signed: 6-2-14



DEPARTMENTAL
GENERAL
ORDER

B-8

Index as:

Field Training Program

Effective Date:
02 Jun 14

Evaluation Coordinator:
BFO Deputy Chief

Evaluation Due Date:
02 Dec 14

Automatic Revision Cycle:
3 Years

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FIELD TRAINING PROGRAM

The purpose of this order is to set forth Departmental policy and procedures for the Field Training Program.

I. FIELD TRAINING UNIT (FTU) DUTIES AND RESPONSIBILITIES

The FTU Shall:

- A. Operate within the Bureau of Field Operations (BFO) and be responsible for administering the Department's Field Training Program.
 1. The FTU shall be staffed, at a minimum, by a full-time member designated as the Field Training Program Coordinator (FTPC).
 2. The FTPC is an Order of Merit position and filled in accordance with Departmental General Order B-4, PERSONNEL ASSIGNMENTS, SELECTION PROCESSES AND TRANSFERS.
 3. The FTPC shall successfully complete a POST-Certified Field Training Supervisor/Administrator/Coordinator Course within one (1) year of appointment as the FTPC.
- B. Ensure the Field Training Program meets the standards established by the Commission on Peace Officer Standards and Training (POST) and adheres to all Departmental Field Training Program standards.
- C. Provide program training for all Patrol commanders, Patrol sergeants, FTOs and trainee officers to minimally include program curriculum, the role of the FTO, trainee officer and FTO supervision, the evaluation process, and individual duties and responsibilities.
- D. Coordinate and participate in the FTO nomination, testing and selection process.

- E. Coordinate and facilitate the POST-Certified FTO Certification and Update Courses.
- F. Evaluate the teaching and training methods and practices of FTOs.
- G. Monitor the performance of all trainee officers assigned to field training.
- H. Maintain FTO and trainee officer files for a minimum of five (5) years.
- I. Evaluate program procedures and recommend revisions and/or improvements to the BFO Commander.

II. FTO RECRUITMENT, NOMINATION AND TESTING

A. FTO Recruitment

- 1. The FTPC shall announce when nominations for the position of FTO are being accepted.
- 2. The FTU shall actively recruit officers for the position of FTO.
- 3. Sergeants and commanders shall be responsible for developing, encouraging, and nominating qualified officers for the FTO position.

B. FTO Nomination Qualifications

The Nominee Shall:

- 1. Possess a POST Basic Certificate.
- 2. Have at least three (3) years of Departmental service and two (2) years of Patrol experience (unless waived by the Chief of Police).
- 3. Have received overall "Fully Effective" or better Performance Appraisals for the two (2) years preceding nomination.
- 4. Be committed to the Department's Mission, Vision, and Values.
- 5. Possess a high level of professionalism and ethical conduct.
- 6. Understand the importance of developing positive working relationships with the community.
- 7. Understand the importance of making quality citizen contacts.

8. Demonstrate a commitment to Community Policing.
9. Possess leadership abilities.
10. Demonstrate a sound working knowledge of, and ability to apply, the following:
 - a. Departmental policies and procedures;
 - b. Interpersonal and tactical communications;
 - c. Problem solving and decision making skills;
 - d. Laws of arrest and search and seizure;
 - e. Preliminary investigation skills; and
 - f. Report writing.
11. Not have an excessive number of force incidents for the two (2) year period preceding the nomination.

“Excessive” shall not merely be defined by a number but rather by the totality of circumstances that led to the use of force, to minimally include:

 - a. Officer’s assignment;
 - b. Type of force used;
 - c. Nature of the incident; and
 - d. Duration between incidents.
12. Not have an excessive number of complaint allegations or sustained IAD findings for the two (2) year period preceding nomination.

“Excessive” shall not merely be defined by a number but rather by the following:

 - a. Officer’s assignment;
 - b. Type of complaints received;
 - c. Frequency of complaints; and
 - d. Circumstances surrounding the complaint(s).
13. Be presumed ineligible to serve as a FTO for 12 months following a sustained Class I offense and such cases shall be considered important in evaluating eligibility for two (2) years following the completion of the investigation.
14. Officers with open IAD complaints may participate in the FTO nomination and testing process; however, the BFO Deputy Chief shall re-evaluate the status of any officer who receives a sustained finding.

- C. Nominating an officer for FTO:
1. Sergeants or commanders shall be responsible for nominating officers for the position of FTO in the following manner:
 - a. Complete an FTO Nomination/Recertification Questionnaire (TF-3259) to establish the officer meets the qualifications listed in Part II, B,1-10; and,
 - b. Forward the questionnaire directly to the FTU.
 2. The FTU shall:
 - a. Prepare an FTO testing file for each nominated officer;
 - b. Prepare an FTO Nomination/Recertification Matrix Report (TF-3249) for each nominated officer;
 - c. Obtain all Use of Force Reports for each nominated officer for a period of 30 months preceding the nomination;
 - d. Prepare an Area Command Review Report (TF-3314);
 - e. Prepare a BFO Deputy Chief Review Report (TF-3315); and,
 - f. Place all support documents in the nominated officer's FTO testing file and forward through the officer's chain-of-command to the BFO Deputy Chief for review and endorsements.
 3. Area Command Review:

Commanders of each nominated officer shall:

 - a. Review the nominated officer's testing file;
 - b. Complete an Area Command Review Report; and,
 - c. Forward through the chain-of-command to the BFO Deputy Chief.
 4. BFO Deputy Chief Review:
 - a. Review each nominated officer's FTO testing file;

- b. Review Area Command Review Reports and endorsements provided by commanders;
 - c. Review and comment on all sustained IAD findings in the two (2) year period preceding nomination and make a written recommendation of eligibility to the Chief of Police;
 - d. Complete the BFO Deputy Chief Review Report and endorse the nomination;
 - e. Select nominated officers to attend the FTO Oral Board testing phase; and,
 - f. Return the testing files to the FTU for further processing.
- D. FTO Oral Board:
- 1. The FTU shall notify officers selected to attend the FTO Oral Board.
 - 2. The FTU shall notify officers and their supervisor with the reason(s) for non-selection.
 - 3. The BFO Deputy Chief shall convene an FTO Oral Board comprised of the following personnel:
 - a. BFO Deputy Chief (Chairperson);
 - b. The FTPC;
 - c. The Training Section Commander;
 - d. A Lieutenant of Police who has worked in the Patrol Division as a commander; and,
 - e. A Sergeant of Police who has worked in the Patrol Division as a supervisor.
 - 4. The FTO Oral Board testing is a pass/fail process and shall consists of the following testing mechanisms:
 - a. An assessment interview;
 - b. Field training based scenario questions; and,
 - c. A report writing exercise.

5. The FTU shall notify all nominees of their test results. For nominees who fail the testing, the FTU shall cite the reason and notify the nominee's immediate supervisor.

III. FTO SCREENING, CANDIDATE SELECTION, CERTIFICATION COURSE, AND FTO CERTIFICATION

A. FTO Screening

1. The BFO Deputy Chief shall convene an FTO Screening Panel comprised of the following personnel:
 - a. BFO Deputy Chief (Panel Chairperson);
 - b. All Area Commanders;
 - c. Office of Inspector General Commander;
 - d. Internal Affairs Division Commander;
 - e. Use of Force Subject Matter Expert; and
 - f. FTFC.
2. The FTO Screening Panel shall:
 - a. Collectively review all officers who have successfully completed the FTO testing process;
 - b. Tier officers into groups of candidates consisting of:
 - 1) Exemplary candidates;
 - 2) Candidates who exceed minimum selection standards;
 - 3) Candidates who meet minimum selection standards; and if applicable,
 - 4) Candidates, who, although passed the testing process, fail to meet the FTO Screening Panel's standard.
 - c. Rank the candidates in Tier 1-3 above, in descending, order to create an FTO Eligibility List.

NOTE: Candidates in Tier 4 are disqualified and shall not appear on the FTO Eligibility List.

- d. Present the FTO Eligibility List to the Chief of Police for certification.

- e. Notify disqualified officers and their immediate supervisor of the reason and advise the candidate they may request a meeting with the BFO Deputy Chief to discuss the circumstances
- f. The FTO Eligibility List shall remain in effect for a period not to exceed 18 months.

B. Candidate Selection Process

1. The FTU shall notify the Chief of Police when FTO openings exist.
2. When needed, the Chief of Police selects candidates from the FTO Eligibility List to attend the POST-Certified FTO Course.
3. The FTU shall notify selected candidates as to the time, date, and location of the course.
4. In the event that a candidate is not selected to attend the POST-Certified FTO Course, the FTU shall notify the candidate and their immediate supervisor of the reason and advise the candidate they may request a meeting with the BFO Deputy Chief to discuss the circumstances.

C. FTO Certification Course

The FTU shall ensure all FTO Certification Courses minimally consist of the following course topics:

1. Professionalism, ethics, and leadership;
2. Expectations, functions, and roles of the FTO;
3. Competency, evaluation, and documentation;
4. Teaching and training skills development; and
5. Legal and liability issues for FTOs.

D. FTO Certification

1. The FTU shall forward a memorandum to the Chief of Police when candidates have completed the FTO Course and provide recommendations as to which candidates best meet the needs of the FTU.
2. Only the Chief of Police may certify an officer as an FTO.

3. The FTU shall notify those candidates certified by the Chief of Police.
4. FTOs shall attend a POST-Certified FTO Update Course at least once every three (3) years to maintain certification.

IV. ASSIGNMENTS, TRAINING SCHEDULES AND RESTRICTIONS

A. Trainee Officer Assignments

1. Upon completion of a Basic Academy or Lateral Officer Transition Course, trainee officers shall be assigned to the Patrol Division to complete the Field Training Program.
2. The FTU shall be responsible for scheduling all trainee officer assignments to include placing trainee officers with an FTO.

In the event not enough FTOs are available, the FTU shall assist in scheduling non-patrol assignments.
3. Officers who have previously completed the Department's Field Training Program, such as rehired officers or officers returning from an extended absence, shall not be assigned to field training.

B. Field Training Schedule

1. The Department's Field Training Program shall consist of 16 weeks of training.
2. Each trainee officer shall complete four (4) field training rotations consisting of four (4) weeks each.
3. Trainee officers shall rotate to a different geographical area of the City during each of the first three (3) rotations;
4. Trainee officers shall rotate to a different FTO during each of the first three (3) rotations and then (when possible) return to his/her first FTO to complete their training;
5. Trainee officers shall be assigned an FTO whenever performing Patrol related duties and shall remain within visual presence of his/her FTO while in the field.

C. Field Training Remedial Extension

1. If a trainee officer's performance is deficient at the end of the 16-week field training cycle, a remedial extension may be granted if the trainee officer's Patrol sergeant believes the trainee officer appears capable of correcting the deficient performance within the remedial four (4)-week period.

The Patrol sergeant shall:

- a. Ensure the trainee officer has been administered a Performance Deficiency Notice (PDN);
 - b. Notify the FTU of the need for a remedial extension; and
 - c. Forward a copy of the PDN directly to the FTU.
2. If a trainee officer's performance reached an acceptable level of improvement during the first remedial extension but he/she did not have enough time to demonstrate their solo officer abilities, a second four (4) week remedial extension may be granted by the BFO Deputy Chief if he/she believes there is a significant likelihood the trainee officer will be able to perform the duties of a solo officer by the end of the second extension.
 - a. The Patrol sergeant shall advise the FTU of the trainee officer's status and request the extension.
 - b. The FTU shall consult with the BFO Deputy Chief to obtain approval or denial.
 - c. The FTU shall notify the Patrol sergeant of the approval or denial.
 - d. If denied, the Patrol sergeant shall follow the procedures set forth for trainee officer removal.

D. Field Training Restrictions

1. Trainee officers shall not perform Patrol related duties unless under the direct supervision of an FTO or Patrol sergeant.
2. FTOs shall not supervise more than one (1) trainee officer at a time.

3. FTOs shall not supervise a trainee officer while simultaneously assigned as an Acting Sergeant.
4. Trainee officers shall be placed in a non-patrol assignment when no FTO is available.
5. Trainee officers shall not be placed at the Patrol Desk without direct FTO supervision.
6. Trainee officers shall only drive a police vehicle under the direct supervision of a FTO or supervisor.
7. Trainee officers shall not drive or ride in a privately-owned vehicle while in uniform.

V. TRAINEE OFFICER REMOVAL

- A. A trainee officer may be removed from the Field Training Program for unacceptable performance in the following manner:
 1. The trainee officer's Patrol sergeant shall consult with the FTU to determine if a trainee officer's performance has reached an unacceptable level and all reasonable attempts to correct the performance have failed;
 2. If removal is deemed appropriate, the FTU shall notify the trainee officer's Area Captain who shall contact the BFO Deputy Chief to obtain authorization to place the trainee officer on paid administrative leave;
 3. If authorization is granted, the trainee officer's Patrol sergeant shall prepare a memorandum placing the trainee officer on paid administrative leave;
 4. The trainee officer's Patrol sergeant, FTO, and FTU staff (when available) shall serve the trainee officer with the administrative leave memorandum. The trainee officer shall sign and receive a copy of the memorandum with the original placed in the trainee officer's field training file.
 5. The FTU (or Patrol sergeant if no FTU staff member is available) shall collect the following Department-issued equipment from the trainee officer:
 - a. Department-owned basic and safety equipment;
 - b. Star;
 - c. Hat shield;

- d. Proximity card (if issued);
- e. Call box key;
- f. Identification card; and
- g. Field Training Program Binder.

* If the Patrol sergeant collects the items, he/she shall forward to the FTU.

- 6. The trainee officer's Patrol sergeant shall prepare a memorandum addressed to the Chief of Police requesting removal of the trainee officer from the Department.
- 7. The Patrol sergeant shall hand-deliver the memorandum to his/her Area Lieutenant and Captain, obtain their signatures, and forward directly to the FTU for inclusion in the field training file.
- 8. The FTU shall prepare and place the following documents in the field training file:
 - a. A memorandum addressed to the City Administrator from the Chief of Police requesting the trainee officer's removal;
 - b. A formal "City of Oakland" removal letter addressed to the trainee officer issued by the City Administrator; and
 - c. A cover letter addressed to the Chief of Police listing the documents being forwarded.
- 9. The FTU shall make a copy of the trainee officer's field training file for the City Administrator and log the date and time the file was forwarded to the City Administrator.
- 10. The FTU shall forward the file to the City Administrator through the BFO chain-of-command.
- 11. The FTU shall notify the following of the trainee officer's placement on administrative leave:
 - a. Chief of Police;
 - b. Assistant Chief of Police;
 - c. BFO Deputy Chief;
 - d. Area Commanders;
 - e. Training Section Commander;
 - f. BFO Administrative Officer;
 - g. Fiscal Services Division;
 - h. Personnel Section; and

- i. Backgrounds and Recruiting Unit Supervisor.
12. The Personnel Section shall ensure the trainee officer's weekly timesheet is prepared while the trainee officer remains on paid administrative leave.
13. The Office of Chief of Police shall contact the FTU upon return of the trainee officer's file.
14. The FTU shall log the return of the trainee officer's file.
15. If removal has been granted, the FTU shall contact Fiscal Services to obtain the trainee officer's final pay check.
16. The FTU shall arrange a meeting with the trainee officer upon notice from Fiscal Services the final pay check has been prepared.
17. The FTU shall administer the signed formal removal letter and present the trainee officer with a copy of the letter and his/her final pay check.
18. The FTU shall walk the trainee officer through the checkout process.
19. The FTU shall notify the following of the trainee officer's removal:
 - a. Chief of Police;
 - b. Assistant Chief of Police;
 - c. BFO Deputy Chief;
 - d. Area Commanders;
 - e. Training Section Commander;
 - f. BFO Administrative Officer;
 - g. Fiscal Services Division;
 - h. Personnel Section;
 - i. Backgrounds and Recruiting Unit Supervisor; and
 - j. Trainee officer's chain-of-command.

B. Removal of a trainee officer due to safety concerns

When a trainee officer commits an egregious act or omission that compromises his/her safety or the safety of others, the trainee officer may be removed from the Field Training Program.

1. The FTO, Patrol sergeant, or FTU member witnessing or learning of the incident shall notify the BFO Deputy Chief immediately through the trainee officer's chain-of-command.

2. If the BFO Deputy Chief believes the incident justifies the trainee officer's immediate removal from the Field Training Program, he/she shall authorize the trainee officer be placed on administrative leave and the steps listed for Trainee Officer Removal shall be followed.

VI. LATERAL OFFICER EARLY RELEASE FROM FIELD TRAINING

- A. A lateral officer may be released early from the Field Training Program if the officer:
 1. Possesses a current POST Basic Certificate;
 2. Has a minimum of one (1) year prior solo patrol experience during previous employment;
 3. Has received consistently acceptable or better Daily Observation Reports; and
 4. Has completed the Field Training Workbook.
- B. The Patrol sergeant shall;
 1. Confirm all early release requirements have been met and notify the FTU;
 2. Complete a Lateral Officer Early Release Report (TF-3313);
 3. Obtain endorsements from his/her Area Lieutenant and Captain; and
 4. Deliver the memorandum directly to the FTU.
- C. The FTU shall:
 1. Forward the Lateral Officer Early Release Report to the Chief of Police through the BFO Administration chain-of-command;
 2. Notify all involved parties of the approval or denial; and
 3. Notify the BFO Administrative Officer of any officer approved for early release.

VII. FIELD TRAINING MEETINGS

- A. Weekly Conference

1. The trainee officer and his/her FTO shall meet at the conclusion of each training week with their Patrol sergeant or in his/her absence, another Patrol sergeant to review the trainee officer's progress.
2. If a trainee officer's performance is deficient, the Patrol sergeant shall contact the FTU, as needed, to discuss training and/or remediation strategies, and, if warranted, prepare and administer a PDN.

B. Personal Interviews

1. The FTU shall conduct a personal interview with each trainee officer prior to the trainee officer rotating from one FTO to the next to allow the trainee officer an opportunity to raise any questions or concerns about the quality of training received.
2. Prior to conducting the personal interview, the FTU shall advise the trainee officer that he/she may report misconduct directly to the IAD Commander or the FTU staff. All reasonable attempts shall be made to maintain confidentiality, if requested. Officers may report misconduct anonymously to the IAD Commander or the FTU staff at any time.

C. Staff Meetings

The FTU shall facilitate staff meetings every four (4)-weeks when trainee officers are assigned to field training.

1. The following personnel shall attend staff meetings:
 - a. FTOs training or receiving a trainee officer; and,
 - b. Patrol sergeants who receive a trainee officer into their squad (except for Patrol sergeants who are receiving a trainee officer on his/her first field assignment following graduation).
 - c. FTOs directed to attend for development and/or training purposes.
2. Overtime is only authorized for attendance on a regular work day.
3. FTU staff shall discuss the performance of trainee officers in field training and assist FTOs and Patrol sergeants with developing training and teaching strategies.

D. Focus Group Sessions

The FTPC or designee and a member of the Training Section shall conduct Focus Group Sessions with graduates of each Basic Academy and Lateral Officer Transition Course.

1. Trainee officers shall be selected randomly to attend.
2. The first session shall be conducted at the mid-point of field training, the second session following the completion of field training, and the final session within six (6) months of the completion of field training.
3. Sessions shall be used to determine consistency between what is taught in the Basic Academy and Lateral Officer Transition Course with that taught in the Field Training Program, as well as identify any teaching or training practice that may not meet program or Departmental standards.
4. The FTPC shall prepare a memorandum to document the feedback of each session and forward to the following:
 - a. Chief of Police;
 - b. BFO Deputy Chief;
 - c. Training Section Commander; and
 - d. Academy Training Coordinator.
5. If a substantial discrepancy is identified the FTPC shall consult the Department's subject matter expert (SME) for that particular training area to obtain a recommendation for correcting the discrepancy.

E. Quarterly Panel Review

The FTU shall arrange a Quarterly Panel Review to discuss the feedback from Focus Group Sessions held within 30 days of the end of each calendar quarter.

1. The following members shall attend:
 - a. BFO Deputy Chief;
 - b. Bureau of Services Deputy Chief;
 - c. Training Section Commander; and
 - d. FTPC.

2. The panel shall discuss all discrepancies identified during the Focus Group Sessions and determine a course of action for each.
3. The panel shall consider SME recommendations for substantial discrepancies prior to making a determination as to the course of action to ensure the Academy and Field Training Program practices are consistent. If changes in practice or policy are needed, the Panel shall ensure those changes are implemented as soon as practical.
4. If the panel determines a discrepancy is due to an FTO or group of FTOs, rather than the program as a whole, the panel shall determine whether the discrepancy is serious enough to warrant FTO removal from the program.
5. The FTFC shall prepare a memorandum documenting the results of the Quarterly Panel Review and forward to all involved parties and the Chief of Police.

F. Annual FTO Review

1. The BFO Deputy Chief shall convene an Annual FTO Review Panel comprised of the following personnel:
 - a. BFO Deputy Chief (Panel Chairperson)
 - b. Area Commanders;
 - c. Office of Inspector General Commander;
 - d. Internal Affairs Division Commander;
 - e. Use of Force Subject Matter Expert; and
 - f. FTFC
2. The Annual FTO Review Panel shall:
 - a. Collectively review the performance of the FTU and all FTOs in the program;
 - b. Identify and recognize exceptional work; and,
 - c. Identify performance concerns of any FTO or FTU staff and suggest follow up actions to include:
 - 1) Monitoring; or
 - 2) Removal.

- d. The FTU shall prepare and forward a memorandum documenting the proceedings of the Annual FTO Review Panel to the members of the Panel.
- e. The FTU shall enter pertinent information regarding FTOs into the appropriate FTO Notes File.

VIII. FTO DECERTIFICATION

A. FTO decertification SHALL occur under the following conditions:

- 1. An FTO is promoted to a rank higher than Police Officer.
- 2. An FTO is physically transferred¹ to a position other than a Patrol Officer, Foot Patrol Officer or an Officer in specific field based unit position, as designated by the Chief of Police, authorized to serve as an FTO.
- 3. An FTO is assigned on a voluntary loan that exceeds 90 days.
- 4. An FTO is placed on an administrative transfer due to illness or injury that exceeds 90 days from the date of transfer.
- 5. An FTO requests decertification by preparing and forwarding a memorandum through his/her chain-of-command to the Chief of Police and obtains the endorsement of the Chief of Police.
- 6. An FTO fails to receive an “Overall” fully effective performance appraisal.
- 7. An FTO is placed on a Performance Deficiency Notice.
- 8. An FTO is the subject of any of the following Class 1 complaints where the presumptive finding² is determined to be sustained:
 - a. Excessive force;
 - b. Unlawful arrest;
 - c. False testimony;
 - d. Racial, ethnic, sexual orientation or gender based discrimination or slurs; or

¹ Example: When an officer is transferred and is loaned back to Patrol to continue to participate as an FTO, he/she shall not be de-certified. There shall not be any lapse of time between the transfer and the loan back to Patrol.

² A presumptive finding is when the preponderance of the current facts of the case would indicate a sustained finding is forthcoming.

- e. Other serious examples of police misconduct.
9. The BFO Deputy Chief shall review all complaints involving FTOs during the Monthly IAD Review and contact the IAD Commander to determine the presumptive sustained finding of all known Class 1 complaints.
 - a. If a negative finding is presumed, the BFO Deputy Chief may recommend to the Chief of Police to postpone decertification until the final disposition of the investigation.
 10. The BFO Deputy Chief shall notify the FTU of the decision and forward all documentation to the FTU.
- B. FTO decertification MAY occur under the following conditions:
1. The FTO fails to maintain an acceptable level of conduct as determined by a sustained finding by the IAD or CPRB; or receives multiple complaints that demonstrate a pattern of disregard for policy or procedures.
 2. The FTU shall prepare a memorandum recommending decertification or retention of an FTO whenever a sustained IAD finding has been received or a pattern of disregard for policy or procedures appears to have developed.

The memorandum shall be forwarded through the chain-of-command to the Chief of Police.
 3. When the reduction in field training requires fewer FTOs. Decertification shall occur based on program needs.
- C. Any member decertified for substandard performance or behavior may request a meeting with the BFO Deputy Chief.

IX. FTO RECERTIFICATION

FTO recertification MAY occur under the following conditions:

- A. An officer who was certified as an FTO within the past five (5) years and currently working as an officer in Patrol, Foot Patrol or in a specific field based unit, as designated by the Chief of Police, authorized to serve as an FTO may be recertified in the following manner:
 1. Notify his/her Patrol sergeant that he/she requests FTO recertification.

2. The officer's Patrol sergeant shall verify the officer meets the qualifications listed in Part II, B, 1-10 and completes an FTO Nomination/Recertification Questionnaire.
3. The officer's Patrol sergeant shall forward the completed questionnaire directly to the FTU or provide the member with a reason for the denial.

B. The FTU shall:

1. Locate the officer's Field Training File;
2. Complete an FTO Nomination/Recertification Matrix Report;
3. Obtain all Use of Force reports for a period of 30 months preceding the recertification request;
4. Prepare an Area Command Review Report for each commander in the officer's chain-of-command;
5. Prepare a BFO Deputy Chief Review Report; and,
6. Place all Reports in the officer's Field Training File and forward through the officer's chain-of-command to the Chief of Police for endorsement.

C. Area Command Review:

1. Patrol commanders shall review the officer's Field Training File;
2. Complete the Area Command Review Report, to include specific reasons to support or deny the officer's recertification request; and,
3. Forward Field Training File through the chain-of-command to the BFO Deputy Chief.

D. BFO Deputy Chief Review:

1. Review the officer's Field Training File;
2. Review the Area Command Review Report and endorsements provided by commanders;
3. Complete a BFO Deputy Chief Review Report, to include citing specific reasons to support or deny recertification; and
4. Forward to the Chief of Police.

E. FTO Recertification:

1. Upon notification from the Chief of Police, the FTU shall advise the officer of the Chief's decision.
2. An officer must have attended a POST FTO Course or POST FTO Update Course within the past three (3) years prior to being recertified
3. An officer not recertified may schedule a meeting with the BFO Deputy Chief.
4. Recertification of FTOs, decertified due to the reduction in field training, shall be based on program needs.

X. WRITTEN REPORTS, DUE DATES, AND DISTRIBUTION

A. Daily Observation Report (DOR) TF-3140a

1. Every FTO who supervises a trainee officer shall complete a DOR beginning the second week of field training.
2. If a trainee officer is absent or placed in a non-field assignment the assigned FTO shall complete a DOR. All categories shall be marked "Not Observed" (N.O.) and the FTO shall indicate the reason for the non-field assignment.
3. The FTO shall review the DOR with the trainee officer at the conclusion of the shift or no later than the beginning of the next shift and obtain the trainee officer's signature acknowledging the review;
4. At the conclusion of the work week, the FTO shall review all DORs with his/her Patrol sergeant and obtain the Patrol sergeant's signature acknowledging the review;
5. The trainee officer shall make a copy of the signed DORs and place the copy in his/her field training binder.
6. The FTO shall ensure the original DORs are forwarded directly to the FTU no later than the start of the trainee officer's next work week.
7. The FTU shall review all DORs to monitor the development of each trainee officer and provide feedback to trainee officers, FTOs, and Patrol sergeants when necessary to address poor performance.

B. Weekly Progress Report (WPR) TF-3143

1. The Patrol sergeant (or Acting sergeant who has received the required update training) shall prepare a WPR at the completion of a trainee officer's work week to provide the trainee officer with feedback on his/her progress.
2. The sergeant shall review the WPR with the trainee officer and obtain a signature to acknowledge the review.
3. The sergeant shall forward the WPR directly to the FTU no later than the start of the trainee officer's next work week.
4. The WPR should be completed by the trainee officer's Patrol sergeant; however, if that sergeant is unavailable the WPR may be completed by any Patrol sergeant. If the trainee officer's FTO is unable to locate a Patrol sergeant to complete the WPR he/she is authorized to notify their Patrol commander to designate a sergeant to complete the WPR.

C. Trainee Officer Log (TF-3227)

Trainee officers shall prepare and forward a Trainee Officer Log directly to the FTU at the conclusion of each work week.

D. End of Phase Report (TF-3142)

The FTO shall complete an End of Phase Report at the conclusion of field training weeks 4, 8 and 12 when providing field training services. If a trainee officer is extended, the FTO shall also complete an End of Phase Report at the conclusion of week 16.

E. Personal Interview Questionnaire (TF-3237)

Prior to a trainee officer rotating from one FTO to another, the FTU shall complete a Personal Interview Questionnaire to provide the trainee officer with an opportunity to raise any questions or concerns he/she may have about the quality of training received.

1. The FTU shall contact the responsible FTO or Patrol sergeant to address any questions or concerns regarding the quality of training provided by the trainee officer.
2. The FTU shall report any violation of Departmental General Order M-3, **COMPLAINTS AGAINST PERSONNEL OR PROCEDURES** to the Internal Affairs Division

3. The Personal Interview Questionnaire shall contain a disclaimer advising trainee officers they may report misconduct directly to the IAD Commander or FTU staff, with all reasonable attempts made to maintain confidentiality, if requested. Trainee officers may also report misconduct anonymously to either the IAD or the FTU.
- F. Trainee Final Evaluation Report (TF-3242)
1. The FTU shall complete a Trainee Final Evaluation Report for each officer who successfully completes the Field Training Program.
 2. The FTU shall obtain a signature from the officer, the final FTO, the officer's commanders, and the BFO Deputy Chief to acknowledge the officer's completion of the program.
 3. The FTU shall place a copy of the report in the officer's field training file and forward copies to the:
 - a. Trainee officer;
 - b. Final FTO; and
 - c. Personnel Section.
- G. Completion and Competency Attestation Report (TF-3231)
1. The FTU shall complete a Completion and Competency Attestation Report for each trainee officer who successfully completes the Field Training Program.
 2. The FTU shall obtain signatures on the report from the FTPC, FTO, officer, and Chief of Police to acknowledge the officer has received all required training and has attained the necessary level of competency to work as a solo Patrol officer.
 3. The FTU shall place the report in the officer's field training file.
- H. FTO Evaluation Report (TF-3144)
1. The FTU shall prepare an FTO Evaluation Report and forward to each officer who successfully completes the Field Training Program.
 2. The officer shall complete the report and return it to the FTU within seven (7) calendar days of receipt of the report.
 3. The FTU shall not provide the name of an officer who completes an FTO Evaluation Report to any FTO.

4. The report shall contain a disclaimer advising trainee officers they may report misconduct directly to the IAD Commander or FTU, with all reasonable attempts made to maintain confidentiality, if requested. Trainee officers may also report misconduct anonymously to either the IAD or the FTU at any time.
 5. The information submitted by each officer shall remain anonymous unless the FTU believes the officer has reported a violation of Departmental policy, which shall be investigated in accordance with Department General Order M-3, COMPLAINTS AGAINST DEPARTMENT PERSONNEL OR PROCEDURES.
 6. The FTU shall provide evaluation information to FTOs as a group concerning program effectiveness and shall meet with FTOs individually, as needed, to discuss deficiencies and recommend methods for improving training and teaching practices.
 7. The FTU shall forward reports to each evaluated FTO, all members within the FTO's chain-of-command, the Training Section Commander, and the Chief of Police.
- I. Field Training Program Evaluation Report (TF-3228)
1. The FTU shall prepare and forward a Field Training Program Evaluation Report to each officer who successfully completes the Field Training Program to assess the degree to which the Field Training Program reflected Departmental policies, procedures, and values taught in the Basic Academy or Lateral Officer Transition Course.
 2. The officer shall complete the report and return it to the FTU within seven (7) calendar days of receipt of the report.
 3. The FTU shall review and forward reports to the BFO Commander for review.
 4. The FTU shall provide evaluation information to FTOs and Patrol sergeants as a group concerning the effectiveness of the Field Training Program.
- J. Annual FTO Evaluation Report (TF-3221)
1. The FTU shall prepare an Annual Field Training Officer Evaluation Report for each FTO to document the officer's overall performance in the Field Training Program no later than 30 days prior to the officers Annual Performance Appraisal.

2. The FTU shall forward the report to the FTO, members of the FTO's chain-of-command, the Training Section Commander, and the Chief of Police.

K. FTO Notes File

The FTU shall maintain an FTO Notes File to document positive and negative issues related to performance and any corrective action, when necessary. The FTU shall include information contained in the file when completing an officer's Annual FTO Evaluation Report.

XI. FIELD TRAINING PROGRAM INCENTIVES

A. Incentive Pay

1. FTOs shall receive incentive pay in accordance with the governing Memorandum of Understanding (MOU).
2. FTOs shall receive incentive pay:
 - a. When assigned to Patrol, Foot Patrol or in a specific field based unit, as designated by the Chief of Police, authorized to serve as an FTO; or
 - b. When providing direct assistance to the FTU.

B. Promotional Incentives

FTOs shall receive promotional incentives in accordance with the governing MOU.

C. Administrative Day

1. FTOs who provide six (6) months of continuous service shall receive one (1) Administrative Day.
2. The use of the Administrative Day shall be determined by Area Command policy.

D. Chevrons

A FTO shall be authorized to wear the two-stripe chevrons as defined in Departmental General Order C-1, UNIFORM AND EQUIPMENT.

E. FTO Insignia Pin

FTOs, and those officers who served as an FTO for a total of three (3) years (may be non-consecutive periods), may wear the silver FTO insignia pin, unless decertified for cause.

F. Departmental Instructors

FTOs shall receive priority selection as Departmental instructors.

G. FTO of the Year Award

1. Officers eligible for the FTO of the Year award must be assigned to Patrol or Foot Patrol and have provided at least three (3) months of continuous service as an FTO during the calendar year.
2. FTOs, Patrol sergeants, and officers trained within the calendar year are eligible to vote for the FTO of the Year.
3. The FTU shall prepare a ballot listing those FTOs eligible for the award and forward the ballot to all eligible voters no later than the last day of the calendar year.
4. The FTU shall present the FTO with the most votes the FTO of the Year Award.

XII. FIELD TRAINING PROGRAM REVIEW

A. Monthly IAD Review

1. The FTU shall prepare and forward a list of current FTOs, officers on the Eligibility List, and officers in the FTO testing process to the IAD at the conclusion of each month for a complaint history review to ensure program standards are maintained.
2. The IAD shall compile all open and closed case complaint history information related to the list of names provided and forward the information to the FTFC.
3. The FTFC shall document all new complaint information and closed case dispositions on the Monthly IAD Review Report and forward to the BFO Deputy Chief for review.
4. The BFO Deputy Chief shall review all complaints and direct the FTFC to address follow up requirements, as well as determine if cause exists to remove or disqualify any program personnel.

5. The BFO Deputy Chief shall contact the IAD Commander to determine the presumptive finding for an open Class 1 complaint to determine if a recommendation for FTO removal is appropriate.
 6. Personnel removed from the program may request a meeting with the BFO Deputy Chief.
- B. The FTU shall, as soon as practical, address inconsistent or problematic teaching and training practices of any FTO and document the corrective action taken in the FTO Notes File.
 - C. The FTU shall conduct random audits of the Field Training Program to ensure all reports and evaluations have been received, are complete, and filed accordingly, and the standards for FTOs are maintained.
 - D. The FTU shall monitor POST program changes, evaluate industry standards, and solicit suggestions and comments from Departmental personnel regarding ways to maintain an efficient and effective Field Training Program.

By order of



Sean Whent
Chief of Police

Date Signed: 6-2-14