

# OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



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**TOPIC:** FIELD TRAINING PROGRAM  
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**SIGNATURE:** /s/ Frank Donchez  
Chief of Police

/s/ Sonta Wilburn  
Bureau Commander

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## I. PURPOSE

The purpose of this written directive is to establish guidelines for the Overland Park Police Field Training Program for all newly sworn officers with a curriculum based on tasks of the most frequent assignments.

## II. PROCEDURE

The Overland Park Police Field Training Program, is designed to provide documented, on-the-job training and performance evaluations for newly hired officers. The Field Training Program will consist of twelve weeks, (480 hours), of training for new officers. The curriculum will consist of the most frequent/common duties and expectations of a police officer as outlined in the *Field Training Manual*. 33.4.3 (A)

The Patrol Division Commander will designate a Field Training Coordinator.

Officers assigned to field training will rotate between the different patrol shifts and will be assigned to alternate FTOs.

- Phase 1 is four (4) weeks long.
- Phases 2 & 3 are both three (3) weeks long.
- Phase 4 will be two (2) weeks long. 33.4.3 (F)

Alternate or more specialized training may be provided to officers in training by members of the Traffic Section, Investigations Division, or other units, at the direction of the Field Training Coordinator.

Officers will receive evaluations from their assigned FTO(s) which are based on Department established performance standards to ensure consistency and fairness in the Field Training Program. Standardized evaluation guidelines will be outlined in the *Field Training Manual*.

#### A. FIELD TRAINING COORDINATOR

The Field Training Coordinator will be designated by the Patrol Division Commander.

The Field Training Coordinator will:

- Be responsible for the Field Training Program, FTO supervisor's, FTO's, and officers in training.
- Be responsible for the planning, directing, controlling, and evaluation of the twelve-week field training assignment, including the designation of trainer/trainee assignments.
- Monitor and evaluate the overall development of officers in training during their field training period. Monitoring is done for purposes of identifying deficiencies and resolving them through more focused training and/or remedial training.
- Be responsible for the preparation, revision, and distribution of the *Field Training Manual*.
- Periodically meet with FTOs to maintain quality control, solicit suggestions and discuss new approaches to dealing with problems.
- Liaison with academy staff on the progress of academy recruits. [33.4.3 \(D\)](#)

#### B. FIELD TRAINING SERGEANT

All Patrol Division Sergeants will serve as Field Training Sergeants.

The duties of the Field Training Sergeants include but may not be limited to:

- Monitor and evaluate the training and development of the trainee(s).
- Monitor, supervise and evaluate the FTO's performance.
- Review and approve DOR's.
- Prepare end of phase reports.
- Be responsible for the preparation of remedial extension forms. [33.4.3 \(C\)](#)

#### C. FIELD TRAINING OFFICER

The Field Training Officer (FTO), serves three primary roles; police officer assuming full patrol responsibility; trainer and evaluator of probationary officers and role model for probationary officers and others.

##### Selection

FTO application and selection will be in compliance with [SOP 1300, Career Board](#). Additional criteria to be considered for the FTO position is as follows:

Applicants will have two years of law enforcement experience with the Overland Park Police Department prior to appointment as an FTO.

Applicants will have six months of patrol service in the Patrol Division immediately prior to appointment as a FTO.

Applicants must be current in all required departmental qualifications, testing and training.

Any member who receives two or more days of suspension without pay, either consecutively or accumulatively, within the last twelve months, will not be eligible for consideration as an FTO.

Disciplinary action of less than two days suspension, including letters of reprimand, will not automatically disqualify an employee from applying, but may be considered during the selection process.

Applicants will be skilled in interpersonal relations. The FTO must have the ability to work well with people under a wide variety of circumstances and be able to recognize potentially violent situations.

Applicants will possess the verbal and teaching skills necessary to successfully perform as a FTO. The Field Training Officer must have the ability to perform in a coach/pupil environment and have the ability to evaluate others objectively.

FTO's will have the option to suspend their participation in the Field Training Program. If an FTO wishes to become "inactive," he/she will make a request to the FTO Coordinator. If approved, he/she can remain inactive for one (1) year at which time their status as an FTO will be reevaluated. [33.4.3 \(B\)](#)

### Compensation

Police officers, animal control officers and dispatchers, when acting as FTO's/CTO's will receive overtime compensation according to the regularly scheduled length of each shift while working with a trainee.

8 hour shift = 1 hour of overtime

10 hour shift = 1.25 hours of overtime

12 hour shift = 1.5 hours of overtime

The FTO overtime will be paid in addition to any other overtime worked during the shift.

### Duties

Officers selected to be a FTO will be required to attend an initial 40 hour FTO course, participate in FTO meetings, periodic in-service training for FTO updates and advanced training when assigned. [33.4.3 \(E\)](#)

FTO's will train recruits from a standardized field-training curriculum and will regularly critique and provide feedback on their trainee's performance.

FTOs will complete a Daily Observation Report (DOR) to evaluate his/her trainee's performance and progress. Other reports, as necessary or requested, will be completed to document trainee performance.

Complete training records for each officer assigned to field training will be maintained by the Field Training Coordinator and forwarded to the Training Captain for retention, at the conclusion of field training. [33.4.3 \(H\)](#)

#### D. FIELD TRAINING MANUAL

A *Field Training Manual* has been developed and adopted by the Overland Park Police Department. The *Field Training Manual* will serve as a guide and procedure for FTOs to follow while training recruit officers.

#### E. EVALUATION GUIDELINES

Guidelines for the objective evaluation of a recruit's job performance and skill proficiency by Field Training Officers are delineated in the *Field Training Manual*, and include performance criteria and descriptions of satisfactory and unsatisfactory job performance.

FTOs are responsible for carefully documenting the work performance of recruits within established time limits using specified forms. Refer to the *Field Training Manual* for specific reporting forms required by FTOs. Recruits must successfully complete each phase of training prior to being released to the next phase.

Any recruit who is not recommended for advancement to the next phase, will meet with the Field Training Program Coordinator and any other FTO, or supervisor(s) invited by the Coordinator to review the documentation of job performance response to training.

The Field Training Coordinator may assign the recruit to remedial training until his/her performance improves to an acceptable level or the recruit is recommended for termination. [33.4.3 \(G\)](#)

#### F. FIELD TRAINING OFFICER/OFFICER IN TRAINING RELATIONS

The relationship between the FTO and the probationary officer will be a teacher/student relationship and to an extent supervisor/subordinate relationship, [SOC 0240, Probationary Officer Limitations](#). As a part of this relationship the following will be expected:

- The relationship will be one of mutual respect.
- Probationary officers will be treated with respect at all times, and they will be expected to respect the FTO and follow his or her directions.
- Probationary officers will not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner. Name-calling, abusive language or the use of derogatory terms is unacceptable.
- FTOs and their probationary officers will follow the guidelines in [AP 108, Non-fraternization](#), as it relates to supervisor/subordinate relationships so as to maintain a proper teacher/student relationship.

- Probationary officers who fail to adhere to the direction of their FTO will be considered insubordinate, [SOC 0290, Insubordination](#).

#### G. PATROL OFFICER REFRESHER TRAINING

An officer returning to uniformed field duties after an extended absence will be assigned to in-service refresher training.

The in-service refresher training will consist of assignment to a Field Training Officer for the purpose of retraining the returning officer to solo patrol duties.

The period of refresher training will be determined by the officer's FTO, Sergeant and Captain. The field training manual will be utilized as a training guide; however, DORs will not be completed.

During the refresher training period, the patrol unit will function as a two-officer unit.

#### H. DISPATCHER AND ANIMAL CONTROL OFFICER TRAINING

The Communications Training and Evaluation (CTE) Program will be overseen by the Dispatch Section Commander. He/she will provide regular CTE program updates to the Support Services Division Commander.

Additional information related to DOR preparation and program administration are outlined in the CTE program manual which will be maintained by the CTE Program Coordinator.

The Chief Animal Control Officer will coordinate the Animal Control Training and Evaluation Program. He/she will provide regular program updates to the Traffic Section Commander.

Additional information related to DOR preparation and program administration are outlined in the ACO T&E Program Manual which will be maintained by the Chief Animal Control Officer.

Due to the nature of some civilian positions, in-service training may be required to remain proficient in the job responsibilities, and may include: problem-oriented policing, report writing, dealing with mental illness, civil liability, communications, customer service, etc.

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#### CALEA REFERENCES:

[33.4.3 \(A\)\(B\)\(C\)\(D\)\(E\)\(F\)\(G\)\(H\)](#)