	FIELD TRAINING OFFICER (FTO) PROGRAM	Operations Order 7.11.00
	PHOENIX POLICE DEPARTMENT Rev. 06/30/23	PAGE 1

1. GENERAL OVERVIEW

- A. This order establishes a Field Training Officer (FTO) Program to provide structured on-the-job training for probationary police officers, lateral officers, reserve officers, and police assistants who have graduated from the Phoenix Regional Police Academy (PRPA) or officers who lateral transfer from other agencies.
- B. The program is intended to standardize probationary officer/employee training Department wide, provide a framework for comprehensive well-rounded training, and produce a solo-capable officer.

C. Definitions


(1) Certified FTO	<ul style="list-style-type: none"> An officer who has successfully completed an approved FTO school
(2) Train-in-Place FTO	<ul style="list-style-type: none"> An officer who has successfully completed an approved FTO school, is assigned to a patrol squad, and has been approved by the precinct commander to train OITs
(3) Officer in Training (OIT)	<ul style="list-style-type: none"> A probationary officer in the FTO Program
(4) Approved FTO Schools	<ul style="list-style-type: none"> Department's 40-hour FTO School National Association of Field Training Officers (NAFTO) School Arizona Peace Officer Standards and Training (AzPOST) FTO School <p>NOTE: See section 4 of this order for more information on FTO schools.</p>

- C. Procedures in this order apply to all Patrol Division and Training Bureau personnel involved in training OITs.
 - Only certified and train-in-place FTOs will be assigned to train OITs.

EXCEPTION: An OIT's assigned patrol sergeant may assign another officer to train the OIT on rare occasions: for example, the train-in-place FTO is sick.

2. FIELD TRAINING OFFICER (FTO) COMMITTEE

- A. The FTO committee will be as follows:
 - PRPA commander (chairperson)
 - Commanders from precincts with FTO squads
 - PRPA Advanced Training Unit Lieutenant
 - Field Training Detail Sergeant
 - Office of Administration (OOA) lieutenant or designee
 - Field Training Coordinator
 - All FTO Squad sergeants
 - Select FTOs
 - Employment Services Bureau (ESB) representative
 - Phoenix Law Enforcement Association (PLEA) and Phoenix Police Sergeants and Lieutenants Association (PPSLA) representatives
- B. The committees' responsibilities will consist of:
 - (1) Overseeing the administration of the FTO Program.
 - (2) Evaluating suggested modifications to the program.
 - (3) Making appropriate recommendations for change to the Patrol Division command staff.

	FIELD TRAINING OFFICER (FTO) PROGRAM	Operations Order 7.11.00
	PHOENIX POLICE DEPARTMENT Rev. 06/30/23	PAGE 2

2. B. (4) Evaluating the Department's 40-hour FTO School.
 - Make necessary changes to ensure appropriate training is being provided to FTOs
 - Schedule additional training sessions for certified and train-in-place FTOs as deemed necessary by the committee
- C. The responsibilities of the Field Training Detail coordinator will consist of:
 - (1) Maintaining the FTO Manual, Standard Evaluation Guidelines (SEGs), and the PowerFTO documentation system.
 - (2) Coordinate the Department's 40-hour FTO school and refresher classes and maintain the lesson plans.
 - (3) Other duties include:
 - Maintain liaison with AzPOST, NAFTO, and ESB
 - Schedule all FTO certification and re-certification
 - Ensure the FTO Program remains updated
 - Report concerns to the appropriate FTO patrol staff
 - Evaluate all terminations/resignations of OITs
 - Maintain FTO certification records including the following:
 - * Current list of FTOs, including certification dates
 - * FTO school attendance records
3. **FIELD TRAINING OFFICER (FTO) SELECTION PROCESS**
 - A. The selection process for designated Field Training Squads are noted in the FTO Manual, Section A-3.III.
 - B. Information on Train-in-place FTOs can be found in the FTO Manual, Section A-3.V.
4. **FIELD TRAINING OFFICER (FTO) CERTIFICATION SCHOOL**
 - A. An officer who has successfully completed the FTO selection process to be placed on an FTO Squad or has been approved by their precinct commander to be a train-in-place FTO must successfully complete an approved FTO school prior to being assigned to train an OIT.
 - (1) Preference should be given to the Department's FTO School when available due to the training being tailored to the Department's specific needs.
 - The Department's FTO School will be offered when necessary and facilitated by the Field Training Detail.
 - (2) Officers who complete the NAFTO 3-day FTO school approved by AzPOST will be required to attend a one-day designated block of the Department's FTO school specific to the Department's performance rating system, forms, and documentation.
 - B. An officer who successfully completes an approved FTO school will be certified to train probationary officers and police employees.
 - (1) Precinct commanders may void an FTO's certification at any time if the training officer's performance is considered inadequate.
 - (2) A certified or train-in-place FTO will be authorized to wear the FTO patch on both sleeves as outlined in [Operations Order 4.1.00, Uniform Policy](#).

	FIELD TRAINING OFFICER (FTO) PROGRAM	Operations Order 7.11.00
	PHOENIX POLICE DEPARTMENT Rev. 06/30/23	PAGE 3

4. C. Certified FTOs will receive 10 hours of FTO recertification instruction every two years unless otherwise directed by the FTO Committee chairperson.

5. **ADDITIONAL FIELD TRAINING OFFICER (FTO) DETAILS**

- A. The FTO Manual contains detailed information on the duties and responsibilities of FTO personnel.
- B. FTO manuals can be located at the Training Bureau and in PowerDMS.

Last Organizational Review: