
FIELD TRAINING PROGRAM

4160.1 PURPOSE

The purpose of this procedure is to establish guidelines, define responsibilities and set standards for all personnel involved in various aspects of the Field Training Program.

It is the position of the Santa Ana Police Department that a formalized and standardized Field Training Program can best answer the demand for more professional police officers. The Field Training Program is designed to afford all incoming peace officers the highest degree of field training.

4160.2 FIELD TRAINING PROGRAM PROCESS

The basic recruit training program involves three steps: The Basic Police Academy, field training with qualified Field Training Officers and a one-year probationary patrol performance period directly supervised by a field sergeant. The one-year probationary period includes the field-training phase.

Training for lateral police officers requires field training with qualified Field Training Officers and a one-year probationary patrol performance period directly supervised by a field sergeant.

Training for reserve police officers involves similar steps: Basic Police Academy, Basic Extended Police Academy, or Level II & III Reserve Academy, and extended field training with qualified Field Training Officers and probationary patrol performance period directly supervised by a field sergeant.

The Field Training Program process for basic recruits, lateral police officers, and reserve police officers will train officers in topics including, but not limited to:

- Department orientation
- Criminal and civil codes
- Departmental policies and procedures
- Report writing
- Patrol functions
- Radio procedures
- Investigative procedures
- Crime scene investigation
- Vehicle and traffic procedures
- Community relations
- Search, seizure and arrest procedures
- Juvenile procedures

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- Cultural awareness
- Communications skills
- City geography
- Courtroom testimony and demeanor
- Community Oriented Policing Philosophy
- Police professionalism and discipline

4160.3 FIELD TRAINING PROGRAM PHASES

The twenty-three week Field Training Program consists of a two-week orientation period and five separate phases:

- Orientation: 2-Weeks Orientation
- Phase I:
 - 1-Week FTO Observation (no evaluation)
 - 4-Weeks FTO Training
- Phase II: 4-Weeks FTO Training
- Phase III:
 - 4-Weeks FTO Training
 - 2-Weeks Traffic Training
- Phase IV: 4-Weeks FTO Instruction
- Phase V:
 - 1-Week Transitional FTO Instruction (Optional)
 - 2-Week FTO Training (Four days, totaling 50 hours) - Solo Performance

Academy graduates and lateral officers with less than one-year patrol experience will complete the entire 23-week Field Training Program. Lateral police officers with at least one-year uniformed patrol experience and a POST Basic Certificate may be eligible for early release from the Field Training Program. At a minimum, lateral officers shall not be released from the Field Training Program until successful completion of the first 12 weeks, starting with Phase I. Additionally; lateral officers shall meet all requirements of the Field Training Program before being released into their solo probationary period. Early release for eligible lateral officers shall be at the discretion of the assigned Field Training Program Commander and will be based on the recommendations of the trainee's assigned Field Training Officers and the Department's Field Training Program Supervisor.

Neither academy graduates nor lateral officers shall be released from the Field Training Program until they have successfully completed Phase V of the program.

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4160.3.1 EXTENSION OF FIELD TRAINING PERIOD

The assigned Field Training Program Commander may extend any phase of the Field Training Program for an individual trainee when that trainee is determined to have minor deficiencies that can reasonably be overcome with additional training. Any extension should be for a minimum of two weeks to provide a sufficient period for additional training and remediation.

4160.3.2 CRITERIA FOR RELEASE FROM THE FIELD TRAINING PROGRAM

A qualified Field Training Officer shall accompany each trainee throughout the duration of the Field Training Program and shall complete daily and weekly evaluations for each assigned trainee for all phases of training with the exception of the first week of orientation. All trainees shall demonstrate the following to their assigned Field Training Officers prior to release from the Field Training Program:

1. Successful completion of all examinations and demonstrated proficiency in all subject areas contained in the Department's Field Training Program Manual through practical application or other demonstration of knowledge.
2. Demonstrated competency as a police officer during the final examination consisting of a one-week solo performance Ghost Ride.
 - A. The one-week Ghost Ride shall consist of four (4) workdays, totaling 50 hours. The workdays shall be consecutive unless there are only three (3) consecutive workdays in the workweek. If there are only three (3) consecutive workdays in the workweek, the 4th workday shall be the first workday of the following workweek.

4160.4 TRAINEE RESPONSIBILITIES

Trainee responsibilities are documented in the Santa Ana Police Department Field Training Manual.

4160.5 FIELD TRAINING PROGRAM COMMANDER RESPONSIBILITIES

The assigned Field Training Program Commander has command responsibility over the Field Training Program and shall maintain a P.O.S.T. approved Field Training Program as required by the P.O.S.T. Administrative Manual. The Field Training Program Commander is required to maintain the continuity of the program and ensure the program reflects the philosophy of the Chief of Police and the Santa Ana Police Department.

The Field Training Program Commander's responsibilities include:

1. Review and evaluate the Field Training Program periodically and recommend any necessary organizational changes to the staff.
2. Determine if individual trainees advance to the next training phase or receive remedial training.
3. If a trainee continually exhibits deficiencies, make a recommendation for termination of the trainee.
4. The final decision for termination of the trainee rests with the Chief of Police, whose decision is final.

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5. Ensure all FTO's maintain the minimum requirements to participate in the program.
6. The Field Training Program Commander may, after conferring with the Administration Bureau Deputy Chief, remove a Field Training Officer who fails to meet the minimum qualifications defined in this order.

4160.6 FIELD SERGEANT RESPONSIBILITIES

Field sergeants who have a trainee assigned to their team during the Field Training Program have the responsibility of ensuring the Field Training Officer is properly training and evaluating the trainee. If a patrol team does not have a sergeant assigned to it, the team's corporal will assume the field sergeant's role in the field training process.

Sergeants shall be responsible for the following areas of the Field Training Program:

1. Weekly review of the trainee's Field Training Manual and evaluations.
2. Periodically advise the Field Training Program Commander and Supervisor of the progress of the trainee.
 - A. At a minimum, the Sergeant will review the trainee's weekly evaluation form.
3. Ensure the material taught to the trainee by the Field Training Officer complies with all Federal, State and local laws, and the FTO Manual.
4. Reassign the trainee to another Field Training Officer if the assigned FTO is unavailable for training.
 - A. The trainee assigned to general law enforcement duties must be under the direct and immediate supervision (physical presence) of a qualified Field Training Officer.
5. If an FTO is not available, the trainee shall be assigned to a non-peace officer function (i.e. Communications, Desk).
6. Should the question of termination arise while the trainee is with a Field Training Officer, collect supportive data and prepare it for review by the Field Training Program Supervisor and the Field Training Program Commander.
7. Once a trainee is released to solo probationary police officer status, it becomes the team sergeant's responsibility to observe, train, develop and evaluate the officer.
8. The sergeant shall ensure that the officer's job performance meets Department standards during the remainder of the officer's probationary period.
9. The Sergeant has the ultimate responsibility to evaluate the probationary officer's job performance during the final phase of the probationary process and recommend permanent status or termination of the officer.
10. The sergeant shall document his/her recommendations and observations in the officer's Probationary Police Officer Performance Evaluation.
11. The Sergeant will evaluate the Field Training Officers under his/her command on their abilities as trainers in each FTO's Annual Performance Evaluation.

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- A. Prior to completing the evaluation, the Sergeant shall contact the Field Training Program Supervisor for support information regarding the affected Field Training Officer. This support material will include samples of the officer's written work, trainee evaluations, and other relevant information.

4160.7 FIELD TRAINING OFFICER RESPONSIBILITIES

The responsibilities of Field Training Officers include:

1. Provide training to new police officers, lateral police officers, reserve officers and all other personnel as assigned.
2. When assigned a trainee, FTO's will use a call sign that identifies them as designated Field Training Officers.
3. Field Training Officers shall stay abreast of changing laws, policies, and procedures that may affect the provided training.
4. Field Training Officers shall adhere to all specifications set forth in Departmental Policies and Procedures, as well as the Field Training Manual.
5. The Field Training Officer is the trainee's immediate supervisor.
 - A. A Trainee should always consult his/her Field Training Officer on matters before progressing up the chain of command, unless there is misconduct by the Field Training Officer or a major personality conflict.
6. Field Training Officers shall take prompt action to correct any identified deficiencies noted in the trainees under his/her direction.
7. Field Training Officers shall be held accountable for the trainee's actions while the trainee is under the Field Training Officer's supervision.
 - A. Field Training Officers shall not train, direct or authorize any trainee to violate any Federal, State or City ordinances or laws in order to perform his or her job.
8. Field Training Officers shall evaluate the progress of any trainee under his/her direction. The Field Training Officer shall make recommendations to the Field Training Program Supervisor regarding the trainee's advancement to future phases, the need for remedial training, and release as a solo probationary police officer or termination.
 - A. In order to guarantee fair and impartial evaluations of the trainee, the Field Training Officer shall not fraternize with the trainee during his/her Field Training Program.
9. Field Training Officers shall not authorize a trainee to engage in any enforcement or field activity unless the trainee is doing so under the direct and immediate (physical) presence of a qualified Field Training Officer.
10. While involved with the training of new personnel, the Field Training Officer shall be responsible to the Field Training Program Supervisor where areas of training are concerned. Any issues with the Field Training Program should be resolved through the Field Operations Bureau Deputy Chief.

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11. Field Training Officers shall be responsible for keeping the Field Training Program Supervisor aware of his/her assigned trainee's progress on a daily basis. The FTO shall also keep the field sergeant aware of the trainee's progress on a weekly basis.
12. Field Training Officers shall ensure the Training Manual, evaluations, examinations, and any related documentation are completed and forwarded to the Field Training Program Supervisor in a competent and timely manner as outlined in the Field Training Manual.

4160.8 SELECTION OF FIELD TRAINING OFFICERS

It shall be the responsibility of the Administration Bureau Commander or his/her designee to maintain a sufficient number of qualified Field Training Officers to ensure the efficient operation of the Field Training Program. The Administration Bureau Commander may amend the current roster of Field Training Officers to meet the needs of the Department.

As organizational needs dictate, the Administration Bureau Commander will solicit applications from officers meeting the minimum qualifications listed in Department Policy 416.2.1. The application and selection process shall proceed as follows:

1. Interested personnel will submit a Request for Change of Assignment form via their chain of command. All officers and corporals within the Department who meet the minimum qualifications may apply with the understanding that if selected to fill the position, they must return to the Field Operations Bureau or be passed over.
2. All Change of Assignment forms will proceed through the chain of command. The forms will then be forwarded to the assigned Field Training Program Commander.
3. The assigned Field Training Program Commander will review the Change of Assignment forms and make the final determination if the applicant meets the minimum qualifications.
4. All candidates who meet the minimum qualifications shall be administered a written examination.
5. This written examination is qualifying and is not weighted.
6. Candidates who pass the written examination will continue to an oral interview process.
7. The oral interview, which is weighted 100%, will be used to evaluate the candidates' knowledge, skills, and abilities.
 - A. The oral board will consist of supervisory members from the Field Operations Bureau and at least one other bureau.
 - B. The oral board members shall assess each candidate's qualifications and suitability for the position of Field Training Officer using the list of minimum qualifications in Department Policy 416.2.1 as guidelines.
 - C. During the oral interview process, applicants may be asked to provide specific examples from their work history to support their qualifications as listed on their Change of Assignment forms.

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- D. The oral board's assessment of the candidate's qualifications will include a review of the applicant's work history.
- E. Candidates who do not pass the oral examination will be disqualified from the process.
- 8. A background review will be conducted on all candidates who successfully complete the oral interview process, to include a review of each candidate's personnel file, which will include performance evaluations, training, education, commendations and personnel investigations.
- 9. The candidates who successfully pass the background review will then be placed on an eligibility list. The list will remain in effect for six months but may be extended at the discretion of the Administration Bureau Commander, in accordance with applicable department policies and procedures.
- 10. The Chief of Police, upon the recommendation of the Administration Bureau Commander, has final authority to select Field Training Officers who have successfully completed the examination process.

4160.9 RELINQUISHMENT OF THE FIELD TRAINING OFFICER ASSIGNMENT

A Field Training Officer may surrender his or her FTO status without prejudice by notifying the assigned Field Training Program Commander on a memorandum.

A Field Training Officer who transfers out of patrol for more than three months will be deemed to have surrendered his/her FTO status. Upon subsequent transfer back to patrol, the officer must request reinstatement as outlined in Section 4160.10

4160.10 REINSTATEMENT OF FIELD TRAINING OFFICER STATUS

Officers assigned as Field Training Officers after October 1, 2000, who surrender their FTO status in good standing for any reason, may request to have their status reactivated at any time, provided they are currently assigned to the Field Operations Bureau. If vacancies exist in the Field Training Program and the officer still meets the minimum qualifications of a Field Training Officer, the reinstatement request should be granted. If no vacancies exist, the officer will be placed on any active Eligibility List as established in Section 4160.9 (9). If more than one person requests reinstatement at the same time, vacancies will be filled based on seniority as an FTO first, and service with the Department second. Requests for reinstatement should be made on a Request for Change of Assignment form and submitted to the Administration Bureau Commander via the chain of command.

4160.11 REMOVAL OF FIELD TRAINING OFFICER STATUS

Any Field Training Officer, who through misconduct, lack of motivation, training deficiencies or poor performance, does not meet or comply with the minimum requirements as defined in Field Training Officer Policy, will have his or her FTO status removed.

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Authority to remove FTO status rests with the assigned Field Training Program Commander and/or Administration Bureau Commander, upon recommendation by the affected field sergeant and Watch Commander.

If the Field Training Officer is dissatisfied with the reasons provided for removal of his/her Field Training Officer status, the FTO may appeal the removal in accordance with the Santa Ana Police Officers' Association Memorandum of Understanding and the appropriate administrative review process in place at the time.