


# The Tarrant County College District Police Department

## GENERAL ORDER

	SUBJECT <b>Field/Communications/Security Training Program</b>	GENERAL ORDER NUMBER <b>606.00</b>
	CALEA STANDARDS	EFFECTIVE DATE <b>May 1, 2015</b>
	APPROVAL <b>Shaun Williams, Chief of Police</b>	REVISION DATE  PAGES <b>4</b>

**Purpose** – The Field/Police Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Tarrant County College Police Department.

**Policy** – It is the policy of this department to assign all new police officers to a structured Field/Police Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and to ensure the officer possesses skills needed to operate in a safe, productive and professional manner.

### 606.01 - FIELD/POLICE TRAINING OFFICER SELECTION AND TRAINING

The Field Training Officer (FTO/CTO/TO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

### 606.02 - SELECTION PROCESS

FTOs/CTOs/TO will be selected based on the following requirements:

- A. Desire to be a Training Officer.
- B. Minimum of four years of patrol/communications/security experience, two of which shall be with this department.
- C. Basic TCOLE Instructors Certificate (when applicable).
- D. Demonstrated ability as a positive role model.
- E. Participate and pass an internal oral interview selection process.
- F. Evaluation by supervisors and current FTOs/CTOs/TOs.
- G. Possess a TCOLE Basic Peace Officer Certificate.

### 606.03 - TRAINING

Personnel selected as an FTO/CTO/TO shall successfully complete a TCOLE certified, 24hour Field Training Officer's Course prior to being assigned as an FTO. (When applicable)

#### **606.04 - FIELD TRAINING OFFICER PROGRAM SUPERVISOR**

The Field Training Officer Program Supervisor will be selected from the rank of Sergeant or above by the Department Training Coordinator or authorized designee and shall possess a TCOLE Supervisory Certificate. (*Communications and Security Training program supervisors are selected individually by the department Training Coordinator.*)

The responsibilities of the FTO/CTO/TO Program Supervisor include the following:

- A. Assignment of trainees to FTO/CTO/TO.
- B. Conduct FTO/CTO/TO meetings.
- C. Maintain and ensure FTO/CTO/TO trainee performance evaluations are completed.
- D. Maintain, update and issue the Field Training material to each trainee.
- E. Monitor individual FTO/CTO/TO performance.
- F. Monitor overall FTO/CTO/TO Program.
- G. Maintain liaison with coordinators of other agencies.
- H. Maintain liaison with academy staff on recruit performance during the academy.
- I. Develop ongoing training for FTO/CTO/TO.

The FTO/CTO/TO Program Supervisor will be required to successfully complete a TCOLE approved field training administrator's course within one year of appointment to this position. (When available)

#### **606.05 - TRAINEE DEFINED**

**Trainee** – Any entry level or lateral police officer, communications officer newly appointed to the Tarrant County College Police Department who has successfully completed a TCOLE approved basic academy and possesses a Texas Basic Peace Officer license. Security Guard newly hired to the Tarrant County College Police Department.

#### **606.06 - REQUIRED TRAINING**

Entry level officers, communications officers, and security guard(s) shall be required to successfully complete a standard Field Training Program. The training period for lateral officers, communications officers, and security guards may be modified depending on the trainee's demonstrated performance and level of experience.

To the extent practicable, entry level and lateral officers should be assigned to a variety of FTOs/CTOs/TOs, shifts and geographical areas during their Field Training Program.

#### **606.07 - EVALUATIONS**

Evaluations are an important component of the training process and shall be completed as outlined below.

#### **606.08 - FIELD TRAINING OFFICER**

The FTO/CTO/TO will be responsible for the following:

- A. Complete and submit an evaluation on the performance of his/her assigned trainee to the Campus Supervisor on a daily basis.
- B. Review the Daily Observation Report(s) (DOR) with the trainee each day.
- C. Complete a detailed End of Week (EOW) performance evaluation on his/her assigned trainee at the end of each week of training.
- D. Sign off all completed topics contained in the ADORE Task List, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

#### **606.09 - IMMEDIATE SUPERVISOR**

The FTO/CTO/TO campus supervisor shall review the Daily Observation Reports and forward them to the Department Training Coordinator.

#### **606.10 - FIELD TRAINING ADMINISTRATOR**

The Department Training Coordinator will review the Daily Observation Reports submitted by the FTO/CTO/TO. The Department Training Coordinator will hold periodic meetings with all FTO/CTO/TO to ensure understanding and compliance with the requirements of the Field/Communications/Security Training Program. At least annually, the Department Training Coordinator will hold a process review meeting with all FTO/CTO/TO to discuss changes needed in the FTO/CTO/TO Program. A summary of this meeting with any recommendations for changes will be documented and forwarded to the Chief of Police through the Department Training Coordinator for review and approval.

#### **606.11 TRAINEE**

At the completion of the Field/Communication/Security Training Program, the trainee shall submit a confidential performance evaluation of each of their FTO/CTO/TOs in a meeting with the Department Training Coordinator and should include comments on the Field Training Program as observed from a trainee view point.

#### **606.12 DOCUMENTATION**

All documentation of the Filed/Communication/Security Training Program will be retained electronically in the ADORE System, or a similar program if necessary.