



<b>FIELD TRAINING – DEPUTY SHERIFF</b>		
<b>new:</b> <b>rescinds:</b> ✓ <b>amends: All previous</b>		<b>cross-reference:</b>  <b>accreditation standards:</b> NYSLEAP Standard(s): 32.5
<b>effective date:</b> August, 2019	<b>amend date:</b> September, 2021	

**I. PURPOSE**

The purpose of this Order is to establish policy and procedures for a Field Training Program in the Sheriff's Office.

**II. POLICY**

- A. All newly hired probationary deputy sheriffs in the Sheriff's Office will undergo and must successfully complete a Field Training Program as set forth in this order. This includes both new deputy sheriffs and lateral-hire deputy sheriffs. New deputy sheriffs shall complete twelve (12) weeks and lateral-hire deputy sheriffs shall complete seven (7) weeks of field training.
- B. The department's Field Training Program will follow the procedures set forth in this order and the guidelines contained in the *Supervised Field Training Review and Orientation Guide* published by the State of New York, Division of Criminal Justice Services, and Office of Public Safety. See Attachment A.

**III. ORGANIZATION OF THE FIELD TRAINING PROGRAM**

- A. The Field Training Program is composed of the following:
  - 1. Program Administrator: The Program will be under the overall direction of the Lieutenant- Deputy Sheriff of Road Patrol.
  - 2. Field Training Coordinator (FTC): A Sergeant-Deputy Sheriff will be designated by the Sheriff as the Field Training Coordinator.
  - 3. Field Training Officers (FTOs): Deputy Sheriffs or Sergeant –Deputy Sheriffs who have been trained and assigned as FTOs.
- B. FTOs and probationary deputy sheriffs will be under the overall supervision of the Field Training Coordinator for field training activities. Regular chain of command will be followed for day-to-day supervision.

#### IV. DUTIES AND RESPONSIBILITIES

A. The Field Training Coordinator is responsible for the following:

1. Overall management of the program and supervision of FTOs in their FTO duties.
2. Ensure adherence to Office policies and procedures and the OPS Guide.
3. Serve as a liaison to the basic police academy utilized by the Office.
4. Recommend and implement approved policy and procedures guidelines and directives to enhance program efficiency and effectiveness.
5. Provide FTOs with a current copy of the OPS Guide and other required materials.
6. Develop and issue FTO assignments and make adjustments as required.
7. Coordinate the scheduling of recruits shifts with the Lieutenant.
8. Review Daily Observation Reports and other reports or information submitted as part of the Field Training program.
9. Evaluate the effectiveness of the FTOs and report directly to the Program Administrator.
10. Maintain program files.

B. FTOs will be responsible for the following:

1. Conduct field training and evaluation activities as assigned and in accordance with Departmental policies and procedures and the OPS Guide.
2. Utilize the Standardized Evaluation Guidelines: Performance Areas, as contained in the OPS Guide.
3. Work all scheduled tours of duty while assigned a probationary deputy sheriff unless illness, injury, or other compelling circumstances arise.
4. Complete required reports on a timely basis, including the following:
  - **Daily Observation Reports (DORs)** will be completed during each tour of duty while training a probationary deputy sheriff. *See Attachment B.*
  - **Field Training Critical Task Sheets (FTO Manual)** will be completed when the probationary deputy sheriff exhibits competency of the designated task.
  - **Weekly Summary Reports** will be completed at the conclusion of each work week so that the FTO Coordinator and other assigned FTOs can review the progress of the probationary deputy. *See Attachment C. Amended September 2021*

- **Final Evaluation Summary Report** will be completed with a recommendation that the probationary deputy be cleared for solo-patrol or that they did not meet performance expectations. *See Attachment D.*
  - **Remedial Training Worksheets** will be completed to document remedial training in an area which is below standard and requires remedial training. This Worksheet is not meant to replace the remedial training record on the DOR, but should be used only for normal preliminary remedial training efforts have not been successful. *See Attachment E.*
  - The FTO will complete other reports and documentation as directed by the FTC.
5. Attendance at meetings scheduled by the FTC.

## V. **SELECTION PROCESS FOR FIELD TRAINING COORDINATOR**

- A. The Sheriff and/or Undersheriff shall select an FTO to coordinate the FTO program. The Field Training Coordinator must meet the following criteria:
1. Be a full-time Sergeant- Deputy Sheriff;
  2. Be a certified field training officer;
  3. Be certified as a Police Instructor (IDC); and
  4. Have a minimum of five (5) years law enforcement experience with the Tompkins County Sheriff's Office.

## VI. **SELECTION PROCESS FOR FIELD TRAINING OFFICERS**

- A. FTOs will be selected by the Sheriff and/or Undersheriff. In making the selections for FTOs the following criteria will be taken into consideration. Deputy Sheriffs selected as FTOs should:
1. Be a full-time Deputy Sheriff.
  2. Have a minimum of two (2) years law enforcement experience at least one (1) of which was with the Tompkins County Sheriff's Office.
  3. Possess the knowledge, skills, and abilities to perform successfully as a deputy sheriff.
  4. Exhibit a good working knowledge of laws normally utilized in police duties (e.g., Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, etc.) and Office policies and procedures.
  5. Exhibit skills in a variety of areas, including community relations, inter-personal relationships, the ability to manage and evaluate police performance under wide variety of circumstances, and the ability to recognize and successfully manage potentially violent situations.

6. Exhibit maturity, fairness, impartiality, dependability, and objectivity.
  7. Work in a patrol assignment that is suitable for the Field Training program.
- B. Prior to actually being assigned a probationary deputy sheriff, deputies selected to serve as FTOs will complete and be certified through the Police Field Training Officer Course as issued by the New York State Department of Criminal Justice Services.
- C. The Program Administrator will direct and arrange for such trainings as may be helpful for FTOs to complete their duties.

## VII. STRUCTURE OF THE FIELD TRAINING PROGRAM

- A. After graduation from a New York State Basic Police Academy and certification as a police officer, each new probationary deputy sheriff will complete a field training period consisting of at least twelve (12) weeks. Each recruit must successfully complete their field training before being assigned solo patrol duties.
- B. Each recruit will be assigned to a minimum of three different FTOs for ten (10) weeks of patrol training, one (1) week of specialized training and one (1) week of final assessment shadowing. The assignments will be as follows:
1. The ten (10) weeks of patrol training will be broken into critical tasks and will span all shifts.
  2. The one (1) week specialized training will consist of the following
    - One (1) day of completing administrative and orientation functions. This will be completed prior to beginning the ten weeks of patrol training.
    - Two (2) days assigned to the Criminal Investigation Division. This will be completed at the discretion of the FTC.
    - One (1) day assigned to the Civil Division. This will be completed at the discretion of the FTC.
    - One (1) day assigned to the Correction Division for the purpose of familiarizing the recruit with the correctional facility, staff, and procedures. This will be completed at the discretion of the FTC.
  3. The one (1) week of final assessment shadowing will be conducted by the recruit's first assigned FTO (Primary FTO). This will allow for the best assessment of the recruit's progress. During this phase the FTO will work in a plainclothes capacity or BDU uniform, depending on coverage needs. This is an evaluation-only phase. The probationary deputy sheriff will perform all necessary tasks and the FTO will observe the deputy's interaction with the public and evaluate the probationary deputy's performance. ***The FTO will intervene to prevent any conduct or actions by the probationary deputy that may be unsafe, illegal, or in violation of Office policy.***
- C. Lateral-hire deputy sheriffs will undergo a Field Training Program of at least seven (7) weeks in duration. The program will be an abbreviated version of the Field Training Program for new

hires. This period may be extended depending upon the amount of experience the lateral transferred deputy sheriff has. The assignments will be as follows:

1. The five (5) weeks of patrol training will be broken into critical tasks and will span all shifts.
  2. The one (1) week specialized training will consist of the following
    - One (1) day of completing administrative and orientation functions. This will be completed prior to beginning the ten weeks of patrol training.
    - One (1) day assigned to the Civil Division. This will be completed at the discretion of the FTC.
    - Two (2) days assigned to the Criminal Investigation Division. This will be completed at the discretion of the FTC.
    - One (1) day assigned to the Correction Division for the purpose of familiarizing the recruit with the correctional facility, staff, and procedures. This will be completed at the discretion of the FTC.
  3. The one (1) week of final assessment shadowing will be conducted by the recruit's first assigned FTO (Primary FTO). This will allow for the best assessment of the recruit's progress. During this phase the FTO will work in a plainclothes capacity or BDU uniform, depending on coverage needs. This is an evaluation-only phase. The probationary deputy sheriff will perform all necessary tasks and the FTO will observe the deputy's interaction with the public and evaluate the probationary deputy's performance. ***The FTO will intervene to prevent any conduct or actions by the probationary deputy that may be unsafe, illegal, or in violation of Office policy.***
- D. The FTC, in consultation with the Program Administrator and the Sheriff, may extend any phase of the Field Training Program for an individual deputy if deemed necessary or appropriate.

## VII. EVALUATION PROCEDURES

- A. A written evaluation will be completed by the FTO each training day. At the end of the day the FTO will confer with the trainee and discuss the evaluation.
- B. Both the FTO and the Trainee will sign the evaluation and the FTO will submit the DORs at the end of the week to the FTC.
- C. At the conclusion of each work week (the probationary deputy's work week) the designated FTO will complete the Weekly Summary Report and connect with the FTC to discuss the recruit's progress. The FTC should then connect weekly with the Program Administrator. The Weekly Summary Report will be filed by the Program Administrator until the completion of the probationary deputy's FTO period. The forms will then become part of their permanent FTO packet. *Amended September 2021*
- D. If the field trainers and the FTC identifies the recruit is deficient in certain areas, the FTC will instruct the FTO to provide remedial training in those areas the recruit is found to be lacking. In addition, the FTC will report to the Program Administrator the areas the recruit is deficient in.

## VIII. COMPLETION OF PROGRAM

- A. The FTC will notify the Program Administrator when a probationary deputy sheriff successfully completes the Field Training program, with a recommendation that the deputy be released from the program and cleared for full-solo duty. A Final Summary Evaluation Report of the recruit shall be signed by the Program Administrator and then forward to the Undersheriff.
- B. The FTC will notify the Program Administrator when a probationary deputy sheriff fails to successfully complete the Field Training Program. In such cases the Program Administrator will review all available documentation. The Program Administrator, in consultation with the FTC will decide whether to continue the deputy in the Field Training Program or initiate procedures to terminate the deputy's employment. A Final Summary Evaluation Report of the recruit shall be completed.
- Anytime that there is a recommendation for termination, the Undersheriff shall direct correspondence to the Sheriff, providing him with all documented justification for the recommendation.
  - The Sheriff has the final decision whether to terminate the deputy.
- C. If the FTC recommends that the recruit needs additional training, a request for additional time will be made with supporting documentation to the Sheriff who then may elect to extend the Field Training for an additional two (2) weeks.
- D. If after the additional two (2) weeks of training the recruit is still deficient; he/she will be referred to the Undersheriff for:
- An additional two (2) weeks of training; or
  - Recommend termination.

Attachment: A. *Standardized Evaluation Guidelines*

B. *Daily Observation Report*

C. *Weekly Summary Report*

D. *Final Evaluation Summary Report*

E. *Remedial Training Worksheet*

By Order Of



Derek Osborne  
Sheriff