

Department of Public Safety
Police Division
Policies and Procedures

<u>Title</u> Police Field Training Officer Program	<u>SOP Number</u> 6.2.200
Approval Signature 	
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Police Field Training Officer (FTO) Program

- I. **Purpose:** The purpose the of Police Field Training Officer (FTO) program is to provide newly hired University Law Enforcement Officers and new University Law Enforcement Apprentices a problem-based learning model constructed with community policing and collaborative problem-solving principles. This model challenges newly hired officers to think creatively and to use community resources to respond to crime and disorder.
- II. **Policy:** It is the policy of the University of Cincinnati Police Division (UCPD) to emphasize training as an essential component of employee development; this training begins with a minimum 12-week FTO program with up to two weeks of remedial training. The UCPD has adopted the San Jose Field Training Officer model as a foundation of our FTO program in order to meet the needs of the UCPD. As such, all new officers are assigned to a structured FTO program that is designed to prepare the new officer to perform a patrol assignment and to acquire all of the skills needed to operate in a safe, productive, impartial, and professional manner.
- III. **Definitions and Descriptions:**

POLICE FIELD TRAINING OFFICER (FTO)

The FTO is the individual primarily responsible for guiding the trainee through the learning experience. The FTO provides daily coaching and training to the trainee, documents the training provided, and keeps the Police Training Supervisors and Program Coordinator informed about any pertinent issues associated with the trainee and the learning experience.

PROBLEM-BASED LEARNING (PBL)

PBL is a learner-centered teaching model that uses problem-solving as the vehicle for learning. Traditionally, learning has involved a teacher or instructor delivering information as content to the learner. PBL, however, begins with the presentation of a real-life problem that the trainee must attempt to solve. The trainee follows a pattern of discovery whereby he or she expresses ideas about resolving the problem, lists known facts, decides what information to use (including naming sources for that learning), and develops an action plan to solve the problem. Several evaluation methods follow the process to determine the success or failure of the action plan.

POLICE TRAINING SUPERVISOR (PTS)

Training Supervisors (PTSs) are police supervisors, Sergeants, and Lieutenants, assigned to patrol. The PTS will provide daily supervision and coaching to the PTO/trainee team and ensure that the needs of that learning team are met.

PROGRAM COORDINATOR

The Program Coordinator/Training Supervisor is responsible for managing and

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facilitating the program on a daily basis. This person maintains all program records and reports, coordinates regular FTO meetings, and facilitates and schedules all training and evaluation phases.

POLICE TRAINING ONLINE PROGRAM

Each new officer will be issued a username/password at the beginning of his/her initial training phase. This internet-based manual is an outline of the subject matter and skills necessary to properly function as an officer with the UCPD.

DAILY OBSERVATION REPORT (DOR)

The Daily Observation Report is an instructor-led evaluation of the competencies listed covering the subject matter and skills necessary to properly function as an officer with the UCPD.

DAILY OBSERVATION REPORT (DOR): The Daily Observation Report is an evaluation of the position performance criteria that is completed by the training officer.

UNIVERSITY LAW ENFORCEMENT APPRENTICE

The University Law Enforcement Officer Apprentice is a newly hired officer without their Ohio Peace Officer Training Commission (OPOTC) certificate. This also includes any newly hired officer who applied for the position of an apprentice, even while having their OPOTC certificate.

UNIVERSITY LAW ENFORCEMENT 1

The University Law Enforcement Officer I is a newly hired officer with an OPOTC certificate who specifically applied for the University Law Enforcement Officer I position.

UNIVERSITY LAW ENFORCEMENT 3

The University Law Enforcement Officer 3 is a newly hired officer with an OPOTC certificate who has at least three years of full-time law enforcement experience and specifically applied for the University Law Enforcement Officer 3 position.

IV. Information:

All documentation of the FTO Program will be retained in the online FTO program and will consist of the following:

- Daily Observation Report
- Trainer Evaluation/ Feedback Summary
- Program Summary
- Remedial Training
- Prescriptive Training

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V. Procedure:

A. University Law Enforcement Officer Training

1. Orientation

A person appointed as a ULEO will be required to complete 120 hours of orientation training prior, and in addition, to being assigned to their minimum 12-week Police Field Training Officer Program (FTO).

2. Phase 1 (Weeks 1-6)

Phase 1 is the initial training and learning experience for the trainee. The trainee will learn geography, complete checklists, and department policies and procedures.

3. Phase 2 (Weeks 7-12)

Phase 2 is the final training and learning experience for the trainee. It covers more in-depth policing procedures at UCPD. For the final three weeks, the FTO will be in plain clothes in order to properly assess how the trainee would handle incidents on their own. A final meeting will be held with the trainee, PTO, PTS, Program Coordinator, and a Command Staff representative to evaluate the successful completion of the program. The results of this meeting will be documented by the Program Coordinator in the Program Summary.

4. Police Assignment

Following the successful completion of the FTO program, the trainee is transferred to a police assignment.

5. Lateral Officer

Lateral law enforcement officers hired by the agency may have an abbreviated FTO program (minimum of six weeks) based on their performance in the FTO program and approval by the Chief of Police.

- a. With input from the officer, their FTO(s), and supervisors, the Patrol Bureau Commander will make a recommendation on a Form 5 to the Chief of Police to release the officer from the FTO program.

B. Duties of Trainee

1. Participate fully in all phases of training. Failure to do so may require an extension of the trainee period or failure of probation.

- a. Time off during any phase is limited to emergencies and must be made up.
- a. Complete all paperwork in a timely manner. This includes, but is not limited to, their Daily Observation Report (DOR) and signing all documents.
- b. Upon completion, all forms should be routed through the training section to the Training Supervisor/Program Coordinator.

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2. Trainees entering a FTO program are responsible for the following:
 - a. Successfully performing specific performance criteria for the position that are detailed on the DOR.
 - b. **Using the PBL Model** - Trainees must actively utilize the PBL processes in training.
 - c. **Learning** - FTO's can teach and train but they cannot make a trainee learn. Trainees must accept responsibility for their own learning as it applies to the job of policing.
 - d. **Resourcefulness** - Police trainees must learn how to utilize the many resources available to them inside and outside the agency.
 - e. **Initiative** - Trainees must take the initiative in the learning process. Program managers and trainers should understand that mistakes will occur from time to time in any training program. It is the FTO's responsibility to help the trainee correct mistakes through the process of failing forward.

C. Duties of Police Training Officers

1. During the training phases the FTO will complete DORs with the trainee and review on a daily basis. Any cause for concern will be brought to the immediate attention of the Police Training Supervisor (PTS) and Training Supervisor/Program Coordinator.
 - a. In the event that a trainee has the training period extended beyond 12 weeks, the FTO will continue to complete the proper paperwork and review with the trainee.
2. Direct, guide, explain, and demonstrate the fundamentals of university policing within an urban area so that the trainee comprehends how and why duties are performed in a certain manner. This shall be done in support of the UCPD's Vision Statement, Mission Statement, and Core Principles.
 - a. Allow the trainee to perform tasks they are competent to perform and ready to assume.
 - b. Check all paperwork for completeness, accuracy, legibility, etc.
3. The primary FTO is responsible for ensuring all DORs and other forms in the online system are accurate and current.
4. Attend all scheduled meetings to discuss the trainee's performance with all officers involved in the FTO program.
5. During the training program, the FTO will:
 - a. Take ownership of the training experience.
 - b. Provide a learning environment for the trainee.
 - c. Provide a role model for the trainee.
 - d. Learn how the Problem-Based Learning (PBL) model works.
 - e. Complete Officer Checklist

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- f. Prepare material for the trainee, such as relevant community problems, within which the trainee frames his or her learning.
- g. Advise and counsel the trainee through the learning experience.
- h. Record the teaching and coaching experiences with the trainee and bring forward any persistent concerns to a Police Training Supervisor (PTS).
- i. Act in accordance with any organizational regulations regarding the training experience.

D. Duties of Shift Sergeants/Lieutenants (PTS)

- 1. All trainees assigned with FTOs will be identified on the daily line-up sheet as a “secondary” unit (**9_18, 9_19**) through week one. Beginning with week two, the trainee will then be the primary unit with the FTO now becoming the “secondary” unit. Any beat with a “secondary” will be considered a single-person unit and will be dispatched as such.
- 2. The Sergeant(s) and Lieutenant will review the daily DORs and journal entries with the FTO assigned to any trainee.
- 3. The Lieutenant and a Sergeant will confer with the trainee on a weekly basis to note their progress and to identify strengths and weaknesses.
- 4. In the FTO Program the PTS will:
 - a. Participate in the selection and evaluation of Police Training Officers.
 - b. Provide training in PBL to the FTOs and trainees.
 - c. Administer the program according to policy.
 - d. Meet weekly with the FTO and trainee.
 - e. Keep the Program Coordinator informed of any unusual problems or activities related to the FTO/trainee team and the learning experience.

E. Duties of the Training Supervisor

- 1. Supervision of FTO program.
- 2. Recommend personnel for assignment as FTOs, with input from the Field Services Commander, using criteria outlined in section F.
- 3. Evaluate each FTO's performance based on the FTO duties outlined in section C. The evaluation will be maintained in the online program as “Trainer Evaluation/ Feedback Summary”.
- 4. If necessary, after consultation with the Standards and Strategic Development Captain, remove a FTO from the program. Final approval of the FTO being removed will be at the discretion of the Chief.
- 5. Assign the trainee to their primary and secondary FTO with input from the Field Services Commander.
- 6. Consult with the shift lieutenants during each phase to determine if any problem areas exist. If a problem area is identified, remedial or prescriptive training will

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be developed to address the issue. Once completed an additional evaluation will be completed to ensure the trainee has satisfactorily demonstrated an improvement in the desired area.

7. If a current FTO is the subject of a sustained complaint, the FTO's suitability to continue as a FTO will be immediately reviewed by the Standards and Strategic Development Captain. Based upon the review, the Standards and Strategic Development Captain will then make a recommendation whether the FTO should remain part of the program. The Standards and Strategic Development Captain will forward the recommendation to the Assistant Police Chief. The Assistant Chief will then make a final recommendation on the FTO's suitability to the Police Chief. The Police Chief will then make the final determination whether the FTO remains with the program.
8. After each phase of the FTO program, the TSS will meet with the FTO and trainee. The meeting will follow the CDM and is designed for process improvement and evaluation of the FTO's performance. Any process improvements for both the program and FTO will be documented by the TSS on a Trainer Evaluation/Feedback summary.

F. Criteria and Method for Selecting Police Training Officers and Sergeants

1. Police Training Officers must maintain proficiency in all core competencies identified within the Training and Professional Development Policy, 6.1.100.
2. Additional factors to be considered in the selection of Police Training Officers include:

PTO Selection Criteria	
Performance Evaluation	Attendance
Driving Record	Commendations
Complaint History	Disciplinary Record
Judgement	Communication Skills
Attitude	Experience
Previous FTO/PTO Experience	Knowledge of Policy and Procedure
Writing Skills	Seniority

3. Selection process for choosing police officers for the FTO program.
 - a. When there is a need for additional FTOs, a correspondence will be made to all police officers by the Training Section Supervisor advising those who are interested to submit an Internal Correspondence Memo Form 5, expressing their interest and qualifications for the FTO position to their shift Lieutenant. The Form 5 will then be forwarded to the Training Section Supervisor (TSS) with the recommendation and reasoning from their shift Lieutenant.
 - 1) If an insufficient number of qualified officers express interest to the TSS in open FTO positions, the TSS will consult with the Police Chief and the

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Field Services Commander to identify potential FTOs. The FTOs will then be selected based on the FTO selection criteria. Final supervisory nominations will be made by the Police Chief.

- b. Once the Form 5 is received by the TSS, the TSS will add the FTO Selection Criteria Rankings to each FTO applicant packet. The TSS will use the performance evaluations from the last three years of each applicant. Personnel jackets will also be reviewed to determine any disciplinary issues. Additionally, training records will be reviewed to verify stated qualifications. The TSS will then make a recommendation based upon the review and summary of each applicant's packet. The recommendation will be forwarded on a Form 5 to the Standards and Strategic Development Captain. The Standards and Strategic Development Captain will either approve or reject the recommendation and will forward the Form 5 to the Assistant Police Chief. The Assistant Chief will then make a final recommendation to the Police Chief.
- c. Once approved by the Police Chief, the selected FTO(s) will attend a Field Training Officer Course as designated by the TSS.

G. PTO Insignia

1. Only those officers who are active FTOs may wear the FTO insignia. Any officer removed from serving as a FTO, regardless of the reason, will immediately return the insignia to the TSS.
 - a. The insignia will be worn in accordance to the uniform policy.

H. Compensation

1. Compensation will be given to Police Training Officers, Police Training Supervisors, and the Training Supervisor in accordance to what is agreed upon within their respective Collective Bargaining Agreement. Any additional compensation is at the discretion of the Chief, in accordance with Human Resources policies and the Division budget.

References:

UCPD Policy 6.1.100 Training and Professional Development