

Accreditation Standards: 33.4.3; CFA 10.07 Revisions: 08/97; 06/98; 09/02; 06/04; 09/04; 06/07; 02/15; 06/16; 10/16; 08/20; 1/22; 02/24 References: DSD 02212, 02326, 03300	<p style="text-align: center;">University of Florida Police Department</p>  <p style="text-align: center;">Department Standards Directive</p>	Responsibility: Training Pages: 08 Related Documents: PBA Collective Bargaining Unit Agreement
TITLE: FIELD TRAINING AND EVALUATION PROGRAM		

3500 Field Training and Evaluation Program

3500.1 Purpose. The purpose of this directive is to outline the establishment and operation of the Field Training and Evaluation Program.

3500.2 Discussion. Officer trainees shall be provided initial training to effectively and efficiently onboard them into the department operations. The officer trainees must also be provided with the training necessary to enable them to perform at an acceptable level of job competency.

The goal for field training is to expose officer trainees to as many varied situations as possible in the prescribed period of time under controlled circumstances.

Provisions should be made to train veteran officers who are transferred to a different position between divisions.

To achieve these goals, there must be a system that can organize, administer, and evaluate the training of personnel.

3500.3 Policy. It shall be the policy of the department to establish and maintain a field training program that shall provide each new CJSTC-certified officer with a minimum curriculum of in-service academy hours followed by an appropriate period of on-the-job training, and the fulfillment of all required elements of field training task list. New officers will be on a probationary period as prescribed by the collective bargaining agreement.

3500.4 Procedure.

- A. Field Training Officer.** The Field Training Officer (FTO) is a vital link in the training process. The FTO provides on-the-job training for appropriate personnel, as determined by the training division. FTOs will be responsible for training and evaluation of probationary officers, as well as veteran officers during specified time periods. The FTOs will assist in the supervision of officer trainees during their field training phase.
- B. Field Training Officer Eligibility.** All police officers with a minimum of two years of experience, one year of which shall be with the University Police Department, will be eligible.

1. The following additional factors will be considered:
 - a. Performance rating of “Achieves” or “Exceeds” in most recent annual employee performance appraisal.
 - b. Good knowledge and understanding of Department policies and procedures.
 - c. No disciplinary action within the past 12 months.
 - d. General investigative experience.
2. A recommendation to waive eligibility requirements may be submitted by the Training Commander to the Chief or designee.
3. FTOs must demonstrate good interpersonal skills, as well as the ability and willingness to get along with and help others.

C. Field Training Officer Duties/Responsibilities.

1. FTOs will evaluate the officer trainee, correct minor problems, and provide assistance while in a direct supervision role. If major problems present themselves, the officer trainee will be reassigned to the Training Division for remedial training.
2. FTOs shall properly instruct the new officers in the procedures which will enable them to perform at maximum efficiency.
3. FTOs shall maintain a working dialogue with officer trainees so they have opportunities to question the training being provided when it conflicts with Directives and/or state laws.
4. Officer trainees will be allowed to challenge/discuss perceived directive violations without the threat of repercussions.
5. FTOs shall, by example in performance and leadership, demonstrate the daily duties associated with the particular shift and assignment.
6. FTOs shall explain and perform the requirements of thorough, accurate, and detailed report writing skills.
7. The FTO will be responsible for completing all administrative tasks associated with the training process.
 - a. Work schedules of FTOs and assigned officer trainees will correspond.
 - b. FTOs will keep compensatory time off, use of annual leave, etc., to a minimum while assigned an officer trainee.

- c. If an FTO is required to take sick leave or emergency leave during an assigned training period, the officer trainee will be placed with another FTO or a supervisor. The FTO shall notify the FTO Coordinator as soon as possible.
- 8. Through effective evaluation, the FTO will apprise the department of trends critical to the advancement and maintenance of professional standards. The FTO has a responsibility to:
 - a. Draw conclusions as to the effectiveness of the field training program.
 - b. Call attention to deficiencies in training based upon field performance in relation to instruction rendered.
 - c. Draw attention to weakness in the departmental selection process.
 - d. Establish justification for dismissal of improperly motivated employees through the documentation of incidents, counseling, and failures to rectify the situation.
- 9. The FTO will be responsible for imparting a positive attitude upon the new officer regarding policies, rules, and procedures by:
 - a. Demonstration of professional pride.
 - b. Clear and concise communication.
 - c. Promotion of harmony and teamwork.
 - d. Acceptance of responsibility for actions.
- 10. FTOs will attend FTO meetings and/or in-service as mandated by the FTO Coordinator.

D. Officer Trainee Duties/Responsibilities.

- 1. Officer trainees will evaluate the Field Training Program as they train. They will report when training or instruction conflicts with their understanding of department directives or any accreditation standard to the Training Division or their FTO.
- 2. Officer trainees will notify the Shift Commander immediately if any officer in their presence violates any department directive or FSS. If the violation could cause injury or great bodily harm, the officer trainee has a duty to act whether verbally or with force, if necessary, to correct the violation.

E. Field Training Evaluations.

- 1. Evaluations for officer trainees will be made in accordance with the CBA (Collective Bargaining Agreement).
- 2. FTOs will complete Daily Observation Reports (DORs).

- a. DORs should be completed by the FTO by the end of every shift or as soon as practical at the beginning of the next shift.
 - b. All DORs will be reviewed and signed by the officer trainee, the FTO, and the FTO Coordinator.
- 3. FTOs will complete an End of Phase Report at the end of every phase.
 - a. The FTO will add End of Phase comments for each phase completed.
 - b. End of Phase comments must be added to the Progress Report prior to the end of each training phase.
- 4. Monthly evaluations will be completed by the probationary officer's immediate supervisor, or designee once the officer trainee has completed the field training period.
 - a. The evaluations will be completed on the FTO website. The officer's supervisor(s) will evaluate the probationary officer's progress and deficiencies and recommend corrective measures for any deficiencies
 - b. The shift sergeant will meet with the probationary officer to discuss the documented progress.
 - c. The probationary officer will acknowledge receipt of the evaluation on the website.
 - d. The Training Sergeant or designee will approve the monthly evaluation.
- 5. Thirty days before the probationary period is to end, the Training Commander, the Patrol Commander, and affected supervisors shall review the training and evaluation documentation. A recommendation shall be made to the Chief or designee for final determination of employment status.
 - a. The University of Florida probationary evaluation shall not be finalized until the review and recommendation phase has been completed.
 - b. The Chief or designee shall make the final determination of the probationary officer's employment status.
 - c. The probationary period may be extended in accordance with the CBA.
 - d. The applicable documents shall be filed in the officer's personnel file.

F. Field Training Officer Vacancy.

- 1. A memorandum will be issued to announce vacancies. Shift Lieutenants or Sergeants will announce the vacancies at roll call.

2. Interested and qualified personnel will forward a resume to the Training Commander containing the following biographical data:
 - a. Name and rank;
 - b. Employment history;
 - c. Education;
 - d. Law enforcement experience;
 - e. Special training; and
 - f. A statement as to the officer's understanding of the FTO position.
3. Applicants will be screened and recommended to the FTO position by the Training Division and Patrol Division Commander with final approval being given by the Chief or designee.
 - a. Human Resources will notify the department of appointment(s) via email.
 - b. Only active FTOs are authorized to wear the FTO insignia on the Class A duty uniform.
4. Officers selected for FTO status will not perform the duties of an FTO until they have completed a CJSTC Field Training Officer Course.
5. It is preferred that FTOs be assigned to the Patrol Division.
6. The department will attempt to distribute FTO duty as evenly as operationally possible.
7. Any interested and qualified personnel who are not selected as an active FTO may appeal the decision to the Deputy Chief.

G. Field Training Officer Salary Additive.

1. FTOs will be compensated in accordance with the CBA.
2. A maximum of 12 FTOs will be eligible for this salary additive unless the needs of the department require more.
3. When the employee's status as an FTO is removed or revoked, the employee's FTO salary additive will be removed.

H. Field Training Officer Inactive Status.

1. The Training Division Commander, in coordination with the Patrol Division Commander, may rotate FTOs into or out of the active role based on the needs of the department.
2. An FTO may be classified as inactive due to:

- a. Promotion or reassignment.
- b. Assignment to light duty.
- c. Approval of the Chief or designee after receipt of a letter from the FTO, via chain of command, requesting to be placed on inactive status.

I. Field Training Officer Involuntary Removal. FTOs serve in an assigned capacity at the discretion of the department and can be removed at any time with cause.

- 1. Examples of "cause" may include but are not limited to:
 - a. General poor performance.
 - b. Poor interaction with assigned personnel.
 - c. Failure to attend scheduled Field Training Officer training.
 - d. Violation of Department Standard Directives, or UF rules & regulations.
- 2. Any FTO who is removed involuntarily as an active FTO may appeal the decision to the Deputy Chief.

J. Field Training Program. All new officers will complete the designated field training program as applicable to their assignments. This training will be organized, administered, and evaluated by the Training Division. Each officer trainee will receive basic in-service training, depending on officer qualifications and assignment. The basic in-service training will include an orientation into the department's role, purpose, goals, policies, procedures, working conditions, regulations, and rights and responsibilities.

K. Field Training Guide. FTOs will utilize the appropriate program in the FTO website to instruct officers in their various duties.

- 1. The FTO Coordinator will assign the officer trainee to the applicable program during the in-service academy.
- 2. The FTO website will be used to evaluate officers in the FTO program.
- 3. Program assignments are scheduled by phase and are due for submission to the Training Division prior to the end of the phase in which they are scheduled. Writing assignments will be documented in the FTO website along with the DORs and end-of-phase reports. The program must be completed prior to the end of the field training program.

L. Field Training for Full-Time Officers.

- 1. **On-the-Job Training.** There will be 12 weeks of on-the-job field training, during which time officer trainees are assigned to an FTO. Rotations between each shift will depend on FTO

availability and the training needs of the officer trainee. The field training period may be expedited or extended upon recommendation of the Training Commander and with approval from the Chief or designee.

- 2. Final Evaluation.** Following the field training period, the officer trainee will be subjected to a final evaluation. This final evaluation includes written examination(s) and an oral board. The oral board will be conducted and evaluated by a panel of three sworn members, one of whom is a representative from the Training Division. The purpose of this final evaluation is to determine overall knowledge of law enforcement responsibilities including, but not limited to, University Police Department policies and procedures, Florida State Statutes, and application of standardized patrol procedures.
- 3. Remedial Training and Program Extensions.** If an officer trainee is identified to have deficiencies in job performance, those deficiencies may be treated with a program extension or remedial training based on the deficiencies identified by the FTO and/or the Training Division. If the FTO identifies that the officer trainee is not meeting acceptable performance levels, the FTO shall inform the Training Division in writing citing specifically what the officer trainee's problem area(s) is/are and providing details supporting the FTO's diagnosis of a problem. The FTO shall also recommend either an extension of the officer trainee's program or remedial training in order to effectively and efficiently address deficiencies in the officer trainee's performance. The decision to extend the FTO program or assign remedial training will be at the discretion of the Training Commander in consultation with the FTO Coordinator and Patrol Commander.
 - a. Remedial Training.** Remedial training within the FTO program should be limited to a specifically identified area of deficiency. Remedial training shall be assigned, conducted, and documented according to the standards outlined in Department Standards Directive 03300.
 - b. Program Extensions.** Program extensions are administrative extensions of the FTO program to allow the officer trainee to gain more practical field experience under the supervision of an FTO. Due to the fluid nature of law enforcement, every officer trainee's FTO program experience will be different. A program extension may be used to address training deficiencies that could be corrected by exposing the officer trainee to more calls for service and more citizen contacts, which is only achieved through spending more time in the field. Program extensions and their results shall be documented in the FTO website.
- 4. Probationary Dismissal.** Dismissal of a probationary officer for the inability to function and perform as an officer will be based on performance and progress as seen by the FTOs, supervisors, and Training Commander.
 - a.** Probationary dismissal will be recommended by the Training Commander with the final decision being made by the Chief or designee.
 - b.** If during any phase of the field training program it is concluded that a probationary officer should be dismissed, the process will be as follows:
 - (1)** All information having a bearing on the eventual decision will be gathered.

- (2) All information and material relating to the probationary officer's status will be provided to the Training Commander, who will make a preliminary assessment.
- (3) The materials, along with the Training Commander's recommendation, will be forwarded to the Chief or designee for his/her review and action.
- (4) The Chief or designee, if in agreement with the recommendation for dismissal, and in coordination with Human Resources, will notify the probationary officer of his/her pending probationary dismissal.
- (5) Upon dismissal, all pertinent materials shall be retained in the probationary officer's personnel file.

M. Field Training for Reserve Officers. All Reserve Officers will follow the field training program as outlined in Department Standards Directive 02326.

N. Field Training Officer Training. Required training includes:

1. CJSTC – Field Training Officer Course.
2. CJSTC – Instructor Techniques Course.
3. Additional training as determined by Training Commander or designee, including periodic FTO in-service.

3500.5 Glossary.

CJSTC – Criminal Justice Standards Training Commission.

FTO – Field Training Officer.

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Approved: _____
Bart Knowles, Chief

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