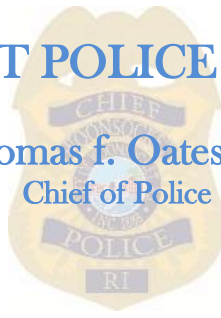


WOONSOCKET POLICE DEPARTMENT

Thomas f. Oates, III
Chief of Police



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	230.03	9/3/2020	9/3/2020
SUBJECT		PREVIOUSLY ISSUED DATES	
Field Training Officer Program		7/17/2014	
ACCREDITATION		RE-EVALUATION DATE	
CALEA Standards: 33.4.1; 33.4.2; 33.4.3; 1.3.12		4/17/2020; 4/19/2023	
RIPAC Standards: 2.20; 6.5; 6.6			
INDEX		DISTRIBUTION	
Training		Sworn Personnel	

FIELD TRAINING OFFICER PROGRAM

I. PURPOSE

The purpose of this policy is to provide for a formal and uniform on-the-job training period; to provide recruit officers with instruction in policies and procedures specific to the agency; to provide experience, guidance, and supervision so that the probationary officer may develop the skills, knowledge, and abilities necessary to become a professional and productive Police Officer.

II. POLICY

It is the policy of the Woonsocket Police Department to have an effective Field Training Officer (FTO) Program. The FTO Program has been developed to improve the overall effectiveness of the Department.

RI 6.6(b) RI 6.5

This program will not be less than nine work cycles (based on the "4 & 2" schedule) and will have provisions for additional time and training should the need arise. Although the new officer will have met all the academic requirements and basic technical skills upon graduating from the Rhode Island Municipal Police Academy, it remains necessary to determine if the officer translates those skills into becoming a successful member of the Department. New officers who have completed a training program and have performed

the duties of a police officer in another community may be allowed to train in an abbreviated FTO Program at the discretion of the Chief of Police.

III. DEFINITIONS

Daily Observation Report (DOR): A daily report prepared by an FTO supervising a probationary officer. This report evaluates their progress, identifies problems, and remedial efforts observed daily by an FTO

Field Training Officer (FTO): An officer who has been carefully selected and formally trained to deliver the Field Training Program to a probationary officer.

Field Training Officer (FTO) Program: A structured and closely supervised program provided to recruit members to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations. This program is designed to identify compliance and/or deficiencies in work performance, document procedures, and provide a mechanism by which performance can be evaluated.

Field Training Officer (FTO) Coordinator: The Training Lieutenant shall act as the FTO Coordinator as a part of his/her regular duties.

Field Training Officer (FTO) Assistant Coordinator: A member of the Woonsocket Police Department supervisor assigned to the Uniform Patrol Division. This position is awarded by seniority.

Probationary Officer: For the first twelve (12) months of an officer's initial appointment, which commences upon taking of the sworn oath, he/she will be considered a probationary officer until completion of that twelve (12) month period. The officer will be required to train under the Field Training Officers Program. The length of this training will be determined by the FTO Coordinator.

Recruit: A person who accepts a Conditional Offer of employment by the Woonsocket Police Department as outlined in General Order entitled, "Recruitment and Selection Policy (200.01)"

Weekly Observation Report: A weekly report prepared by an FTO that assists in providing the program with a system of checks and balances to ensure that the FTO is fulfilling his/her responsibilities. It will also provide an opportunity for the FTO Coordinator to quickly identify the proficiency of each probationary officer.

Granted Time-Off (GTO): Compensation in the form of time off but holds no monetary value.

IV. PROCEDURES

A. The Field Training Officer (FTO) Program

1. The FTO Program will be a mandatory and critical phase in the training and performance assessment of all probationary patrol officers. This program will take place immediately upon satisfactory completion of the Rhode Island Municipal Police Academy.
2. The FTO Coordinator will be the contact for the recruit and the liaison to the training academy staff while the recruit is attending the academy. Upon successful completion of the Municipal Academy:

RI 6.6(a)

- a. All probationary patrol officers will participate in the FTO Program for twelve work cycles, except those who were police officers in other communities and have completed Field Training Programs there. This period can be shortened or extended as deemed necessary by the Chief of Police
- b. Participants will be provided with instructions in policies and procedures and rules and regulations that are specific to the Woonsocket Police Department.
- c. Before being authorized to carry a weapon on-duty, all probationary officers will be issued the Department Manual and provided with instruction on the Department's Response to Resistance Policy 300.01. The issuance and instruction shall be documented.

RI 2.20

3. It is advantageous for the probationary patrol officer to be exposed to a variety of shifts and learn the operational concerns and the environment of each shift. Every effort should be made to afford each new officer with an opportunity to work during daylight and nighttime hours. This will allow new officers the opportunity to perform all facets of their operational duties.
4. Upon completion of the FTO Program, FTO's, FTO Coordinator, FTO Assistant Coordinator, and patrol supervisors will make recommendations for:
 - a. Assignment for solo patrol;
 - b. Continued field training;
 - c. Remedial training and continued field training; and
 - d. Termination of employment: During the (12) twelve-month probationary period a probationary officer may be removed at any time by the Mayor upon recommendation of the Chief of Police, with or without cause. (Personnel Ordinance section 9.1)

B. Duties and responsibilities of the Chief of Police

1. The Chief of Police shall make the selection of Field Training Officers, after receiving recommendations from the chief's staff.
2. Oversee the entire FTO Program and obtain training for Field Training Officers.
3. Make the final decision whether the new officer shall be allowed to patrol solo or be extended in the FTO Program.

C. Duties and responsibilities of the Field Training Coordinator

RI 6.6(a)

1. Overall supervision of the Field Training and Evaluation Program and its personnel.
2. Keep the Chief of Police apprised via the chain-of-command of any problems about the training program or its personnel.
3. Review all daily observation reports submitted by Field Training Officers.
4. Participate in bi-weekly meetings to discuss recruit progress while in the training program.
5. Confer with the Uniform Captain and the Chief of Police as to Field Training Officer selection and assignments, recruit scheduling, recruit progress, and program revisions.
6. Review recruit critiques of Field Training Officers.
7. Keep the Chief of Police apprised via the chain-of-command of recruit performance and status.

D. Duties and responsibilities of the Assistant Field Training Coordinator

RI 6.6(f)

1. Daily supervision of the Field Training and Evaluation Program and its personnel.
2. Development of each recruit's schedule, assigning FTO to recruits, creating and assembling manuals ("Rook Books"), and all pertinent forms/paperwork for each recruit.
3. Review all daily observation reports submitted by Field Training Officers.
4. Participate in bi-weekly meetings to discuss recruit progress while in the training program.
5. Ensure all documentation about the recruit is complete and current.
6. Periodically monitor the recruit and the Field Training Officers to ensure that fair, objective and thorough training is being accomplished.
7. Aid and advise Field Training Officers of training and possible personality conflicts with recruits.
8. Participate in review boards and any special boards to review the recruit's performance and assist in making recommendations as to passing the recruit to the next phase of training, developing continued remedial or special training, or recommending termination.
9. Assist the Training Officer with in-service and roll call training for Department members.

RI 6.6(h)

E. Duties and responsibilities of the Field Training Officer

RI 6.6(g)

1. Direct, guide, explain, and demonstrate the fundamentals of police work as dictated by the Field Training Officer's Manual and the Field Training Checklist.
2. Keep the Field Training Officer Coordinator apprised of recruit performance.
3. Keep the Field Training Officer Coordinator apprised of any problems about the Field Training Program.

RI 6.6(e)

4. Complete daily observation reports on the recruit's performance to include:

RI 6.6(d)

- a. Appearance/Attitude
 - b. Knowledge
 - c. Orientation/Motor Vehicle Operation
 - d. Report Writing
 - e. Field Performance
 - f. Officer Safety
 - g. Communication
 - h. Human Relations
5. Complete weekly evaluation reports and meet with the FTO Coordinator to discuss recruit progress while in the training program.
 6. Attend review boards and any special boards to review recruit's performance and assist in making recommendations as to passing the recruit to the next phase of training, developing continued remedial or special training, or recommending termination.
 7. Confer with Field Training Officer Coordinator regarding program revisions.
 8. Assist the Training Officer with in-service and roll call training for Department members.

RI 6.6.c

F. Selection Process

1. A formal application shall be made in a letter of interest detailing the officer's qualifications, objectives, and commitment to the FTO Program.
2. A written recommendation from the applicant's immediate supervisor must accompany the letter of interest.
3. All applicants shall be granted an interview before the FTO Selection Committee.
4. The FTO Selection Committee shall consist of:
 - a. FTO Coordinator or designee
 - b. One (1) FTO
 - c. One (1) member of the International Brotherhood of Police Officers (IBPO) local 404 executive board.
5. Criteria to be considered in selecting Field Training Officers:
 - a. Three (3) years. of police experience;
 - b. Must be assigned to the Uniform Patrol Division;
 - c. No disciplinary action during the last two (2) year;
 - 1) For this policy, disciplinary action shall be defined as any suspension of more than one (1) day.
 - 2) The selection committee shall review the disciplinary action to determine an applicant's suitability for appointment.
 - d. Good attendance record;

- e. Above-average job skills, knowledge and abilities;
- f. Ability to train on a one-to-one basis;
- g. Good communication skills;
- h. Enthusiasm for policing
- i. Commitment to the agency and the FTO Program.
- j. Must be willing to work on all three shifts to accommodate the needs of the recruit; and,
- k. Review of personnel file by Chief of Police.

G. Compensation

1. **FTO Assistant Coordinator** – Ten (10) hours of Granted Time Off (GTO) per month when the program has active recruits.
2. **Field Training Officers** – Two (2) hours GTO per day while actively supervising a recruit for an eight (8) hour shift. This is in compensation for working with and training the recruit as well as all the required administrative duties such as the completion of Daily Observation Reports.

Compensation shall begin when the recruit is in the last two (2) weeks of the RI Municipal Police Academy. The FTO will receive four (4) hours GTO per week for these two weeks as well as four (4) hours while the recruit is with the FTO Coordinator (Training Lieutenant) after academy graduation. This time is for the FTO to get familiar with the recruit.

Per order,

Thomas F. Oates, III

Chief of Police

Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police