

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

FIELD TRAINING OFFICER
SUBJECT

DATE: June 22, 2015

NO: A-5

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: **Field Training Program**
Field Training Officers
Probationary Officers

I. POLICY

The Stockton Police Department will operate a Field Training Program that will comply with all PEACE OFFICER STANDARDS and TRAINING (POST) mandated requirements. The Field Services Division will be responsible for the operations of the program.

II. PURPOSE

The purpose of the Field Training Program is to provide a structured transition from the basic academy or prior law enforcement experience to the field environment in the City of Stockton, while working under the close supervision of a qualified Field Training Officer (FTO).

III. ROLES AND RESPONSIBILITIES

A. Program Manager:

1. A lieutenant from the Field Services Division, who has been approved by the Chief of Police, will manage the program. The Program Manager (lieutenant) will be responsible for:
 - a. Ensuring the program meets the requirements set forth by POST.
 - b. Reviewing and approving all monthly evaluations completed on probationary officers.
 - c. Ensuring probationary officers receive the training needed to successfully complete the program.
 - d. Ensuring proper documentation is maintained on the performance of all probationary officers. This would include documentation that reflects the probationary officer's successful completion of his/her probationary period or, if needed, documentation that indicates the probationary officer has failed to meet the minimum standards required for a Stockton Police Officer, which could lead to the recommendation of rejection of probation for probationary officers.
 - e. Serving as liaison between sergeants, FTOs, and the Chief of Police.
 - f. Ensuring FTOs receive the training needed to be effective teachers.
 - g. Maintaining performance logs on each FTO. This information will be used to make additional comments in the FTO yearly evaluations.
 - h. Ensuring a selection process is in place for screening and recommending the selection of new FTOs to the Chief of Police when necessary.
 - i. Recommending the removal of an FTO who fails to meet the expectations of the position.

- j. Documenting the field performance of all FTO's in the officer's performance log. The program manager should not maintain separate performance files on each FTO.
- B. Field Sergeants:
- 1. Field sergeants play an important role in the FTO program. Their responsibilities include:
 - a. Closely monitoring the performance of all probationary officers assigned to their shift who work as a solo unit. The sergeant will complete the officer's monthly evaluation based on the FTO standardized guidelines.
 - b. In the absence of an FTO, ensuring probationary officers are assigned to work in the field with officers who have attended the POST Field Training Officer Course. If no qualified officer is available, the probationary officer cannot be assigned field duty.
 - c. Documenting the field performance of the FTO assigned to the Field Sergeant's shift. The documentation will be maintained in the FTOs performance log.
- C. FTO Sergeants:
- 1. Sergeants from the Field Services Division will be assigned to act as liaisons to the program. Their responsibilities include:
 - a. Providing first line supervision and leadership for the Field Training Officers and Probationary Officers during program meetings and training sessions.
 - b. Acting as a liaison between the Field Sergeants and the Program.
 - c. Addressing issues specifically related to the Field Training Program.
 - d. Assisting with recruitment and retention of Field Training Officers.
 - e. Assisting with the daily and monthly evaluation review.
 - f. Acting as an on-duty, after-hours resource for the Field Training Officers with program issues.
- D. Administrative FTO:
- 1. The day-to-day activities of the FTO program will be performed by the Administrative FTO. This position will be selected by the Program Manager, with the approval of the Chief of Police.
 - a. The Administrative FTO will successfully complete a POST-certified Field Training Supervisor/Administrator/Coordinator Course prior to, or within 12 months of the initial appointment to such position.
 - 2. Responsibilities of the Administrative FTO include:
 - a. Working closely with the Personnel and Training Section to determine when new officers will be hired.
 - b. Assisting new hires in obtaining the necessary equipment to begin field work.
 - c. Organizing and running the Probationary Orientation Program (POP). This program provides orientation for newly-hired officers (with a basic academy certificate), or those just returning from completion of a basic academy, prior to being assigned field patrol work.
 - d. Counseling probationary officers in need of assistance or advice.
 - e. Setting up an assessment board (P-1 Assessment Board) to evaluate the readiness of probationary officers for solo field work. This consists of an oral test for probationary officers who have demonstrated the successful completion of the six-month, closely supervised, training program.

- f. Coordinating special training for probationary officers who need improvement in specific areas of performance.
- g. Monitoring, coordinating, and ensuring the timely process of monthly evaluations for all probationary officers. This includes reviewing the evaluations for needed corrections and/or revisions.
- h. Coordinating special training for FTOs, including attendance at a POST-approved Field Training Officer Course.
- i. Ensuring changes in law or policy are reflected in the FTO Manual.

E. FTO:

- 1. The most crucial role in the Field Training Program is that of the FTO. FTOs are selected on the basis of a department selection process, with the approval of the Chief of Police. The responsibilities of the FTO include:
 - a. Ensuring each probationary officer completes the required testing and stays on schedule with the completion of his/her training manual.
 - b. Ensuring the probationary officer has all required safety equipment with them at all times.
 - c. Recommending to the Administrative FTO specialized or remedial training for probationary officers who are having difficulty succeeding in any performance dimension.
 - d. Serving as a role model for probationary officers by demonstrating what is expected of them as a Stockton Police Officer.

F. Probationary Police Officer

- 1. Finally, the future of the Stockton Police Department is dependent upon the role of the probationary police officer. The responsibilities of the probationary officer include:
 - a. Completing all required tests within the time frame specified in the training manual.
 - b. Ensuring their training manual is completed within the first four months of field training.
 - c. Listening carefully to the teachings and directions of their FTO.
 - d. Asking for or seeking help in any area of performance in which they feel deficient, especially as the training months progress.

IV. FTO SELECTION PROCESS

- A. A selection process for appointment to the position of FTO is necessary to ensure the quality of the program.
- B. To be considered for Field Training Officer status, the officer must:
 - 1. Possess a POST Basic Certificate.
 - 2. Have at least two years of patrol experience.
 - 3. Complete a Stockton Police Department Transfer Request form and submit the form to his/her immediate supervisor, along with a copy of the officer's training records.
 - 4. Have their supervisor's recommendation for the position, based on the officer's desire and ability to train new officers and to serve as a role model.
 - 5. Be interviewed by the Field Training Program Manager and Administrative FTO.

6. Be approved for the position by the Chief of Police.

C. FTO Training Requirements:

1. Prior to being assigned to work with a probationary officer, the FTO must have attended the POST certified forty-hour Field Training Officer Course.
2. Once appointed, the FTO will complete 24 hours of update training every three years. The training shall be satisfied by: successfully completing a POST certified Field Training Officer Update Course.
3. Every reassigned FTO, after a 3 year-or-longer break in service as an FTO, shall complete a POST-certified Field Training Officer Update course, prior to being assigned to train probationary officers.