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# Field Training Officer Program

## 421.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the San Leandro Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive, and professional manner.

## 421.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training, and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

### 421.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO;
- (b) An officer who is off probation;
- (c) Demonstrated ability as a positive role model;
- (d) Participate and pass an internal oral interview selection process;
- (e) Evaluation by supervisors;
- (f) Possess a POST Basic certificate.

### 421.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

## 421.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The FTO Program supervisor shall be selected from the rank of sergeant by the Bureau of Operations Captain, or a designee, and should possess, or be eligible to receive, a POST Supervisory Certificate.

The responsibilities of the FTO Program supervisor include the following:

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- (a) Assignment of trainees to FTOs;
- (b) Conduct FTO meetings;
- (c) Maintain and ensure FTO/trainee performance evaluations are completed;
- (d) Maintain, update and issue the Field Training Manual to each trainee;
- (e) Monitor individual FTO performance;
- (f) Monitor overall FTO Program;
- (g) Maintain liaison with FTO coordinators of other agencies;
- (h) Maintain liaison with academy staff on recruit performance during the academy;
- (i) Develop ongoing training for FTOs.

The FTO Program supervisor will be required to successfully complete a POST approved Field Training Administrator's Course within one year of appointment to this position (11 CCR 1004(c)).

### **421.4 TRAINEE DEFINED**

Any entry level or lateral police officer newly appointed to the San Leandro Police Department who has successfully completed a POST approved Basic Academy.

### **421.5 REQUIRED TRAINING**

Entry level officers shall be scheduled and required to successfully complete the Field Training Program consisting of a minimum of 16 weeks. With the approval of the Chief of Police, entry level officers may be released as early as 10 weeks (11 CCR 1004; 11 CCR 1005).

The training period for a lateral officer may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of 10 weeks. With the approval of the Chief of Police, a lateral who is exempt from the Field Training Program as provided in 11 CCR(a)(B), may be released sooner.

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts, and geographical areas during their Field Training Program.

#### **421.5.1 FIELD TRAINING MANUAL**

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the San Leandro Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

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The Field Training Manual will specifically cover those policies, procedures, rules, and regulations adopted by the San Leandro Police Department.

### **421.6 EVALUATIONS**

Evaluations are an important component of the training process and shall be completed as outlined below.

#### **421.6.1 FIELD TRAINING OFFICER**

The FTO will be responsible for the following:

- (a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the FTO Supervisor on a daily basis;
- (b) Review the Daily Trainee Performance Evaluations with the trainee each day;
- (c) Complete a detailed end-of-phase performance evaluation on his/her assigned trainee at the end of each phase of training;
- (d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

#### **421.6.2 FTO SUPERVISOR**

The FTO Supervisor shall review and approve the Daily Trainee Performance Evaluations and forward them to the Field Training Administrator in a semi-monthly report (SMR).

#### **421.6.3 FIELD TRAINING ADMINISTRATOR**

The Field Training Administrator will review and approve the Daily Trainee Performance Evaluations submitted by the FTO through his/her immediate supervisor.

#### **421.6.4 TRAINEE**

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

### **421.7 DOCUMENTATION**

All documentation of the Field Training Program will be retained in the officer's training files in accordance with the City's record retention schedule, and will consist of the following:

- (a) Daily Trainee Performance Evaluations;
- (b) End of phase evaluations;
- (c) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training.