

WEST PALM BEACH POLICE DEPARTMENT

II-7 FIELD TRAINING PROGRAM

EFFECTIVE: 01/01/2005

CALEA Standards: 33.4

CFA Standards: 4.03, 14.08

I. POLICY: The goal of field training is to provide recruit trainees with "street" training under the supervision of a Field Training Officer (FTO) following the completion of classroom training. In some cases, field training may be presented at intervals as part of the recruit classroom training program. The Field Training program is an important adjunct to the formal recruit classroom training. All sworn officers are required to successfully complete classroom and field training prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest, except as part of this formal field training program. When experienced officers are hired by the Department, they will be required to complete an FTO program designed to acquaint them with the standard operating procedure, report system and philosophy of this Department.

II. DEFINITIONS:

A. Recruit - A sworn officer who has not completed the training process.

B. Field Training Officer (FTO) - A police officer specifically selected and trained who is given the responsibility of guiding a recruit through an on-street training program.

C. Field Training Supervisor (FTO Sergeant) - A police sergeant assigned to a Patrol Division Platoon who has the day to day responsibility of supervising, scheduling and counseling the FTO's and recruits assigned to his or her platoon.

D. Field Training Commander - A Patrol Division Commander will oversee the Field Training Program and will act as the liaison between other Division Commanders concerning the F.T.O. Program. The F.T.O. Sergeant will meet with the F.T.O. Commander on a regular basis as needed to keep the Commander informed of the program's progress.

III. FTO PROGRAM RESPONSIBILITY:

A. It is the responsibility of the Field Training Officer to identify and correct problems the recruit has exhibited during the field training program. All observations of the actions of the recruit will be recorded on a Daily Observation Report (D.O.R.) by the FTO. The D.O.R. will document the recruit's performance using evaluation techniques designed to measure competency in the required skills, knowledge, and abilities.

B. The FTO will have constant contact with the FTO Supervisor to which he or she is assigned. The FTO will keep the FTO Supervisor updated on the recruit's progress.

C. It is the FTO Sergeant's responsibility to review the Daily Observation Reports and identify any specific problems that are being experienced by either the recruit or the FTO and will counsel accordingly.

D. The FTO Sergeant will have regular contact with the FTO Commander, keeping the FTO Commander updated on the progress of the recruits as well as the FTO's.

E. The FTO Sergeant will:

1. Coordinate, supervise, and monitor the components of the FTO Program assigned to him or her;

2. Assign the recruit to an FTO;

3. Counsel the FTO's and recruits;

4. Assign FTO's to zones conducive for training by consulting with the Platoon Commander; and

5. Check the Daily Observation Reports in an effort to identify any problem areas with the program or participants. Action will be taken immediately to correct any identified problems.

F. The FTO Sergeants will assign the recruits to the various platoons to ensure the recruit receives experience in a variety of law enforcement duties. The FTO Sergeant is responsible for assigning the recruits to the FTO's upon the recruit's arrival to a particular platoon.

G. It is the FTO Sergeant's responsibility to establish any special training programs or schools deemed necessary to assist the recruit's advancement and to maintain all records relating to the recruit's training while the recruit is assigned to the FTO Program.

IV. FTO PROGRAM:

A. All entry level officers will complete the basic recruit academy and the West Palm Beach Field Training Officer Program prior to assuming any independent law enforcement responsibility. The curriculum is based on tasks of the most frequent assignments.

B. All lateral entry officers will complete a Field Training Program designed to acquaint them with the standard operating procedures, report system and philosophy of this Department prior to assuming any independent law enforcement responsibility. The FTO Program for lateral transfer officers may be less than 16 weeks depending on the officer's previous experience.

C. All lateral transfer officers from other states must complete State equivalency/comparative compliance training programs within a designated period specified by the Criminal Justice Standards and Training Commission (CJSTC).

D. All officers who enter the FTO program are required to complete the current Field Training Guide which is the outline for the training curriculum.

V. FIELD TRAINING, SUPERVISION AND EVALUATION:

A. The basic FTO Program is a 16-week training program covering subject matter based upon the assignments handled by West Palm Beach Police Officers and Department directives.

B. Training will meet all standards as set forth by the Florida Department of Law Enforcement (FDLE) Criminal Justice Standards and Training Commission (CJSTC).

C. The FTO Program requires D.O.R.'s be completed by the FTO's. The recruit is subject to written or other tests by the FTO at specific intervals of training to measure the officer's competency in required areas of skill, knowledge and ability.

D. All FTO's will complete an approved FTO school. All FTO's will receive specialized training in evaluations.

E. The recruit will normally be transferred every three (3) weeks to a different FTO. The FTO will provide all appropriate evaluations to the next FTO in line to train the recruit.

VI. FTO SELECTION CRITERIA:

A. Officers may apply at any time to be included on the list for FTO. The FTO Commander and FTO Sergeant will select Field Training Officers from the pool of candidates who applied for the position. The selection criterion is based on merit and includes, but is not limited to:

1. Skills, knowledge and abilities required for the specialized assignment;
2. Job performance;
3. Past experience;
4. Formal education;
5. Specialized training;
6. Attitude; and
7. Initiative.

B. Each FTO is required to attend a certified course of instruction in Field Training.

C. The Chief of Police is the final authority in selecting officers to be Field Training Officers.

D. Assignment to the position of FTO is for one (1) year which may be extended by the Chief of Police or a designee.

E. FTO's may be removed from the assignment for unsatisfactory performance, disciplinary problems, or as deemed necessary by the Chief of Police or a designee.

VII. STANDARDIZED FIELD TRAINING MANUAL:

A. FTO's will train newly hired officers within the guidelines set forth in the *A Standardized Field Training Manual*.

B. The Commander of the Field Training Program will assign the responsibility to maintain and annually update the manual to a designated FTO Supervisor.

VIII. ACADEMY LIAISON:

A. The Training Sergeant will act as the liaison between the Department and the Academy. The Training Sergeant will ensure the Department's F.T.O. curriculum and S.O.P. coincide with the current Academy curriculum.

IX. REFERENCE:

- Standardized Field Training Manual.
- SOP # I-8 Assignment to Specialized Positions/Components.
- SOP # II-8 Training.

Delsa R. Bush, Chief of Police

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Job Title Task Files: Shift Commander, Training Sergeant, FTO, FTO Commander