

	SFASU POLICE DEPARTMENT	
	Policy 3.2 Field Training	
	Effective Date: 07/10/2019	Updated: 05/03/2021
	Approved: John Fields, Jr. Chief of Police	
	Reference: TBP 3.12, 3.13, 3.14, 3.15, 3.16 / IACLEA 4.3.1b & 6.2.2a - f	

I. POLICY

It is the policy of the SFASU police department that all employees receive training that is mandated by the state and adequate additional instruction in all areas required for the proper performance of specific tasks that are assigned to the department's officers.

Officers receive their basic peace officer training in an academy setting. While this training is essential to the making of a competent police officer, additional training is needed to familiarize any officer, regardless of prior experience, with the operational policies, procedures, and practices of this department and this community.

This training takes place during a field training program. Experienced officers who have been trained as field training officers (FTO) are used to instruct new officers to ensure that our officers are trained and capable of performing their duties.

II. PURPOSE

The purpose of this policy is to outline the procedures to be used in the field training program.

III. PROCEDURES

A. Organization and Administration

The authority and responsibility for the initial field training of sworn officers shall be vested in the supervisor of the field training program of the SFASU police department.

B. Field Training Program Requirements

1. Newly hired officers, after successful completion of the basic police academy training, are required to complete the field training program prior to being released for full field duty (**TBP: 3.12c**).

2. The twenty (20) week training period for new officers shall be divided into five phases in which the officer will be rotated to each of the patrol shifts, whenever possible. Each phase has a duration as follows:
 - a. Phase I – two (2) weeks
 - b. Phase II – four (4) weeks
 - c. Phase III – four (4) weeks (shift change)
 - d. Phase IV – four (4) weeks (shift change)
 - e. Phase V – Two (2) week evaluation (Ghost) phase
 - f. Following the successful completion of the twenty (20) week field training program, qualified officers shall be evaluated weekly for an additional eight (8) weeks by their immediate supervisor (TBP: 3.12b, e; 3.16).
3. Newly hired officers who have at least two years prior service as a sworn officer may complete a more abbreviated field training program, the length and content of which is determined by the field training supervisor (TBP: 3.12d).
4. During the field training program, the new officer shall receive additional training and evaluations in such areas as department policy, procedures, rules, regulations, patrol procedures, first aid, and victim/witness rights, etc., as outlined in the SFASU Police Department Field Training Manual.
 - a. The field training program shall identify the tasks most frequently performed by officers and evaluate the new officer's job performance in those dimensions. In all evaluated performance dimensions, new officers are required to meet the minimum rating standard of acceptable.
 - b. Standardized evaluation techniques designed to measure the new officer's competency in the required skills, knowledge, and abilities shall be used (IACLEA 6.2.2d).
 - c. New officers will be evaluated daily by their field training officer and the evaluation discussed with the new officer. The new officer and the FTO will sign the evaluation and it will be forwarded to the field training supervisor for filing. If the new officer disagrees with any comments or ratings, the new officer may note the disagreement on the form and request review by the field training supervisor (TBP: 3.15 and IACLEA 6.2.2e).
5. The field training period may be extended when the performance of the new officer indicates additional training is needed, which would be indicated in the FTO evaluations (IACLEA 6.2.2b).
6. New employees shall be informed of the activities and actions involved in the recognition process as part of their orientation period with the department.

7. The field training supervisor is responsible for administering the field training program and will maintain communication with the FTOs for the purpose of assisting with training problems and for conducting end-of- phase evaluations at the end of each of the four training phases. The field training supervisor will maintain responsibility for the training files that contain the FTO evaluations (IACLEA 6.2.2a and 4.3.1b).

C. Field Training Officer Selection and Training

1. The Chief of Police will solicit recommendations from departmental supervisors. The Chief or his/her designee will review prior performance evaluations, activity levels, any complaints and commendations as well as advanced training. The Chief or his/her designee will interview potential candidates and make a determination based on the best interests of the department. Selection of field training officers will be based on the best officers available for the assignment and those that represent the true mission and values of the department (TBP: 3.12a and IACLEA 6.2.2c).
2. FTO's will successfully complete an approved training program that meets TCOLE standards prior to receiving an FTO assignment. All officers assigned as FTO's will receive FTO orientation training conducted by the field training supervisor (TBP: 3.13).
3. The training effectiveness of the FTOs' shall be evaluated by their immediate and/or field training supervisor(s). Evaluations will be based on observations, documentation and consultations between the FTO and supervisor(s). In addition to this process, each recruit is required to complete a critique of the overall program as well as utilizing a 1 to 7 rating scale to evaluate their experience with each FTO. Recruits evaluation are confidential but could be reviewed by an FTO and Patrol Lieutenant (IACLEA 6.2.2f).
4. FTO's shall conduct their training and make required reports and recruit evaluations as outlined in the Field Training Manual.
5. New officers and lateral sworn officers shall evaluate each FTO from which they have received training after completion of the FTO program. This shall be accomplished in writing, as outlined in the FTO Manual, utilizing the appropriate form.

D. Periodic Program Review

1. Annually, the field training supervisor will meet with all field training officers to review the conduct of the FTO program and determine if any changes are required (**TBP: 3.14**).
2. A report of the findings of this meeting shall be forwarded to the Chief of Police for any action required.