

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 1, 2007	NUMBER 1109
SUBJECT Field Training Program		
REVISED		
REFERENCE SCLEA 11.1.9	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 6

A. Purpose

To provide a structured and closely supervised program that offers recruit officers the opportunity to apply the basic knowledge, skills, and ability obtained in the academy classroom to actual performance in field situations.

To formally evaluate the progress of the recruit officer to determine when the officer is competent to perform independently as an effective police officer.

To broaden the experience of officers in their initial introduction to fieldwork by ensuring a variety of different assignments.

B. Policy

Training is an important responsibility of our agency. Well-trained officers are better prepared to act correctly in a broad spectrum of situations. To increase knowledge, and effectiveness of the officer, every recruit officer will be assigned to the field-training program after successfully completing the South Carolina Criminal Justice Academy Training Program. If the recruit officer has previously completed the South Carolina Criminal Justice Academy Training Program prior to being appointed by this agency the officer will be assigned directly to the field-training program. All recruit officers will participate in the field training program for a minimum of at least four weeks in addition to any formal classroom instruction, and longer if the assigned Field Training Officer, Uniform Patrol Captain or immediate supervisor deems it necessary.

C. Procedures

1. The Field Training Officer Program
 - a. The department shall have a Field Training Officer (FTO) program of at least four (4) weeks in duration for all new hired members after basic recruit training. (SCLEA 11.1.1, b-1)
 - (1) Completion of the FTO program will be required of all new hires, both certified and non-certified.
 - b. The FTO instructors shall be certified Field Training Officers. (SCLEA 11.1.1, b-2)
 - c. Duties of the FTOs shall include the completion of appropriate forms and the explanation and evaluation of recruit performance on each item of the "Training Guidelines Checklist" in the Field Training Manual. The FTO shall:
 - (1) Explain each item and, when practical, demonstrate the proper handling of the task to the recruit officer;
 - (2) When the FTO believes the recruit is capable of handling a specific task, he will require the recruit officer to perform the task while the FTO observes;
 - (3) The FTO should take enough time to ensure that every task is explained completely and thoroughly;
 - (4) When an item in the manual has been successfully completed, enter the date of completion along with his and the recruit's initials;
 - (5) When unlisted situations arise, the FTO shall demonstrate the proper procedure for handling the situation and record such situations at the end of the checklist, either on the form or on attached sheets of paper;
 - (6) The FTO shall also assist the shift Lieutenant, the Captain of Patrol Services, and the Chief in the evaluation of the recruit officer and that officer's suitability for police work.
2. Selection and Criteria of the Field Training Officer (SCLEA 11.1.1, b-2)
 - a. All officers at and above the rank of corporal of each shift and each division shall be familiar with the City of Anderson Police Department's Field Training Manual.
 - b. Before a new recruit is assigned to a shift, the shift FTO will be explained the field training process and the importance of that "first impression." Other officers who have reached the below listed criteria may be selected as Field Training Officers

upon the approval of the Chief of Police. The Chief or his designee will oversee the field training program and those officers selected as FTOs.

- c. An officer selected to be a FTO must hold the rank of corporal or above, and have at least 4 years of SC law enforcement experience and a minimum of 2 years with the City of Anderson Police Department, and meet all other requirements.
- d. The officer should have a history of a demonstrated willingness to:
 - (1) Go above and beyond the call of duty,
 - (2) Pay attention to detail,
 - (3) Show an interest in assisting his/her co-workers, and
 - (4) Posses quality interpersonal skills.
 - (5) The above listed abilities are not limited to those being selected as a FTO.
- e. The officer must obtain a letter of recommendation from his/her immediate supervisor.
- f. Once an officer reaches the above stated criteria, and a letter of recommendation is received from his/her shift Lieutenant, the FTO Coordinator, after receiving documented (final) approval from the Chief of Police, will make the appointment.
- g. Once an officer has been selected as a FTO he/she will then be assigned for FTO training through the Training Coordinator.

3. Supervision of Field Training Officers (SCLEA 11.1.1, b-3)

- a. The Shift Lieutenants are responsible for supervising their assigned FTO(s) on a daily basis. The Chief of Police or his designee is ultimately responsible for the overall management of the FTO program and has the authority to directly supervise the officers who are actively serving as FTOs. The Chief of Police or the person or position so designated is also responsible for:
 - (1) Monitoring all daily observation reports and periodic evaluations of the progress of the recruit officer by the FTO,
 - (2) Ensuring that all records relating to the FTO program are maintained,
 - (3) Advising the FTO of any noted problems and to assist the FTO to critique the recruit officer's progress,

- (4) Making the final recommendation to place the recruit on independent patrol status,
 - (5) Evaluating of the work of the FTO and providing all in-service training to the FTO, and
 - (6) Observing various field situations and field instruction to provide the recruit officer with first hand information concerning the recruit officer's performance and to observe the instructional techniques of the FTO.
4. Liaison with the South Carolina Criminal Justice Academy (SCLEA 11.1.1, b-4)
 - a. The Training Coordinator will have the responsibility to reconcile the Field Training Officer Program with the basic law enforcement training program being offered at the South Carolina Criminal Justice Academy and to maintain a liaison with the academy staff so that Field Training Officers are aware of what skills and subjects have been taught to the recruits and what roles the FTOs are to assume in further training.
5. Training of the FTO shall meet the following standards (SCLEA 11.1.1, b-5)
 - a. Successful completion of a Field Training Officer Course provided by the South Carolina Criminal Justice Academy or its equivalent, as approved by the Academy.
 - b. At least 8 hours each year - or at least the minimum required by the SCCJA - of continuing in-service training in departmental policies and procedures, patrol techniques, recruit evaluations and other subjects as determined and provided by the Training Coordinator.
6. Rotation of Recruit Field Assignments (SCLEA 11.1.1, b-6)
 - a. Recruits will initially be assigned to the patrol function of the department, be assigned to a primary FTO during the first phase, and have the same days off and shift assignment as their assigned FTO. The Captain of Patrol Services will make the FTO assignments and reassignments.
 - b. When the recruit is released from the first four weeks of training he/she is assigned to an alternate FTO and starts the second phase of training. After completing the second phase of training the recommendation for independent patrol status will be submitted and acted upon by the Chief of Police and the Division Commander.
 - c. Rotation of assignments to other elements of the department (such as the investigative function, records function, crime prevention, etc.) shall be made whenever, in the opinion of the FTO and the Shift Lieutenant, such assignment will positively affect the development of the recruit officer.

- d. Whenever possible, the FTO may temporarily assign recruits to observe or assist in any special investigations (such as serving search warrants), unique or special patrol assignments (such as stakeouts), and any other assignment which arise in the daily course of work, and which in the opinion of the FTO will enhance the development of the recruit officer.

7. Evaluation and Reporting (SCLEA 11.1.9, b-7 & b-8)

The City of Anderson Police will use several methods of recording and reporting the evaluation of the recruit's progress.

- a. The Field Training Officer will be responsible for completing a Daily Observation Report (DOR) on the recruit officer for each working day. The DOR contains a brief description of the areas covered during the daily training period, along with a description of the trainee's performance for the daily training period. Finally, a mark of satisfactory performance for the day must be checked by the FTO as to "yes" or "no." Any trainee receiving a "no" must have a "Notice of Unsatisfactory Performance" completed by the FTO.
- b. The FTO will also be required to note and explain on the DOR the recruit's most effective performance of the day and where improvement is needed. Upon completion both the recruit and the FTO will sign the DOR. The DOR will be reviewed and signed by the Shift Lieutenant and turned into the Uniform Patrol Captain at the end of each shift cycle.
 - (1) NOTE: A "Notice of Unsatisfactory Performance" must be signed by the trainee, FTO, and reviewed by the Shift Lieutenant the same day as its completion.
- c. Beginning at the end of the second week and until the recruit completes his field-training program, the shift lieutenant will complete a Supervisor's Weekly Evaluation Report for each week of the recruit's field training.
 - (1) This evaluation should be in memo format to the FTO Coordinator. It should address the recruit's progress, skills development, and any other noteworthy observations of the supervisor.
- d. The FTO will initial and date each individual task in the "Training Guidelines" located in the Field Training Manual to indicate that the recruit has successfully demonstrated the necessary knowledge, skills, and ability required for the task. Successful completion of each phase is necessary before the recruit may advance to the next phase.
- e. The FTO has the responsibility for filing an "Extension of Training Request Form" for use at the end of the first four weeks if a recruit has a specific, identifiable problem that requires further remedial training. The FTO also has the responsibility for filing a memorandum for "Early Release from the Field Training Program" for a

recruit who has prior law enforcement experience and has demonstrated superior proficiency in the program or for filing a "Termination Request" when it is concluded that the recruit will not develop into a successful police officer because of incompetence or inefficiency. The "Early Release Request" and the "Termination Request" must be submitted in the proper memorandum format through the chain of command to the Chief of Police.

- f. During the last two weeks of the field training program the recruit officer will handle all situations which arise during the tour of duty and the FTO will not interfere unless absolutely necessary. Upon completion of this phase of training the FTO will complete a final "Affidavit of Completion" which will be reviewed by the recruit's FTO, immediate supervisor, and the Uniform Patrol Captain as well as all reports and evaluations pertaining to the recruit's performance and training. After review of all pertinent data each member will recommend one of three actions:
- (1) Certification of the recruit to work independently as a patrol officer;
 - (2) Retention of the recruit in the Field Training Program for additional remedial training; or
 - (3) Confirmation that the recruit is not progressing satisfactorily with a recommendation to the Chief of Police to review the recruit's performance and evaluations for a decision as to whether or not the recruit should be terminated.

8. Reassignment

- a. The Field Training Officer, Shift Lieutenant, and/or the recruit officer may recommend to the Uniform Patrol Captain the reassignment of a recruit to another FTO when either of the following occurs:
- (1) There exists an insurmountable personality conflict between the FTO and the recruit that affects the ability of the recruit to learn. The FTO or the recruit may initiate the request for reassignment to the Uniform Patrol Captain;
 - (2) The FTO indicates that a recommendation to dismiss for unsatisfactory performance by the recruit is forthcoming. In such cases, a second opinion from another FTO may be desirable.

By order of:



Martin D. Brown, Chief of Police

2-9-2007
Date