

**2.14**  
**CRAIG POLICE DEPARTMENT**  
**Office of Chief of Police**  
**General Order**

**Date Issued:** January 15, 1997                      **Revision Date:** September 30, 2008  
**Subject:**        Field Training Officer Program                      **Reference:** CACP STD 60.6 - 60.13  
**To:**                All Officers

**I. POLICY**

The Craig Police Department has a field-training program, which provides new police officers with practical field training while working with a variety of experienced officers. Field Training Officers shall also be responsible for the training of newly hired police officers, assisting with the training of all part time and reserve officers and providing refresher training to officers who are returning to patrol duties after being assigned to non-patrol special assignments for any extended period of time. They will also act as an on-duty supervisor in the absence of a sergeant.

**II. DEFINITIONS**

A. Field Training and Evaluation Program (FTP) - A structured and closely-supervised program provided to recruit officers to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations.

B. Field Training Coordinator (FTC) - A sergeant generally assigned to the patrol division who coordinates the field-training program, consults with the department training coordinator and reports to the Operations Division Commander.

C. Field Training Officer (FTO) - A specially selected and trained officer who provides field training to recruit officers, and participates in the evaluation of the recruit officer. The FTO has the rank of corporal. Other than assignment pay, there is no compensation associated with the rank of corporal.

**III. PROCEDURES**

A. The Field Training and Evaluation Program is established as an integral part of the department hiring and training program.

B. Establishing the field training and evaluation program.

1. The FTC supervises the field-training program, and reports to the Operations Division Commander.

2. The FTC recommends the designation of field training officers based upon the following parameters:

a. Should have at least one year of service with the Craig Police Department, and two years total law enforcement experience, or prior FTO experience with another law enforcement agency,

- b. Demonstrated abilities as an above average patrol officer,
  - c. Past performance demonstrates a commitment to department values and community policing, and
  - d. Has good communications skills and teaching aptitude.
3. The FTP is designed to provide a valid, post-basic academy evaluation of probationary law enforcement officer performance.
  4. This FTP uses a standardized approach to documenting the recruit officer's performance.

C. The Field Training Coordinator:

1. Schedules the FTO's and maintains records and files within the FTP.
2. Forwards recruit officer evaluation and weekly reports and other relevant information to the Operations Division Commander on a weekly basis.
3. Administers the FTP.
4. Ensures the reviewed Daily Observation Reports (DOR's), weekly reports and any other required reports are submitted by the FTO's in a timely manner.
5. Coordinates the information and documentation necessary for the consideration of the termination of a recruit during any of the phases of training.
6. Coordinates cycle advancement meetings, which advance the recruit officer to the next cycle.
7. Coordinates the phase advancement meetings.
8. Prepares written documentation for the operations division commander to submit to the chief regarding the advancement, retention, or termination of probationary officers.

D. Field Training Officer

1. FTO's role:
  - a. Instructor/role model,
  - b. A patrol officer assigned to the patrol division. and
  - c. Limited supervisory responsibilities as defined by the Operations Division Commander.
2. FTO's instruct and evaluate officers assigned to them.

3. FTO's submit Daily Observation Reports on new recruits to the field training coordinator prior to the end of the FTO's workday.
4. Officers who have volunteered and been selected for this position will successfully complete an approved, minimum 40 hour, FTO training program.
5. An FTO may resign his/her duties, or may be removed by the Chief. In either case they will also lose the corporal rank and all supervisory responsibilities.

#### E. Field Training and Evaluation

1. A recruit officer is assigned to the FTP for approximately twelve weeks.
2. A lateral officer is an officer who has been a fully certified non-probationary officer for another police agency who has become a Craig Police Officer. Upon the recommendation of the Operations Division Commander, the Chief may reduce the length of time for a lateral officer.
3. Field training encompasses department values, policy, procedures, training tasks and evaluations.
4. The FTP assignment schedule, when practical:
  - a. The recruit officer will be with an initial FTO for four weeks; then a shift change and assignment to a second FTO for four weeks; followed by another shift change and assignment to a third FTO for four weeks.
  - b. After the third rotation the FTP will be reassignment to the original FTO for two weeks to evaluate progress and prepare recommendations.
  - c. The assigned FTO will discuss with the recruit the recruit's progress and problems weekly, and submit a weekly report regarding the recruit's progress to the FTC.
5. A recruit task list is used to document the actual tasks and assignments performed by the recruit.
6. Normal patrol activities are also used as practical training, beyond the task list assignments and any other training that is deemed necessary by the FTO.
7. The FTP commences upon hiring and receipt of state certification.
8. The officer must successfully complete the FTP in order to successfully complete the probationary period.
9. Approximately one month after an officer has successfully completed the FTP and been assigned to solo patrol duties they will be reassigned to an FTO for a period of up to one week in order for the officer to seek assistance with any areas in which they may feel they need improvement or additional training.

## F. Extension of Training

1. Other than section E.2. above, there will be no accelerated advancement through the FTP. The Chief, based on the documented recommendation of the FTC, may extend the period.
2. Specific deficiencies will be noted by written documentation.
3. The recruit officer will be notified of deficiencies.
4. The recruit officer will meet with the FTO and the FTC to review the deficiencies and formulate a training plan to assist the recruit officer to overcome these deficiencies.
5. Extension of the FTP will not extend beyond the probationary period of twelve months.

## G. Termination Recommendation

1. Termination can be recommended at any time during the recruit officer's probationary period if the recruit officer is not performing at a satisfactory level.
2. At any time during the probationary period, if a recruit officer is shown to violate any laws, department policies, procedures, rules and/or regulations, termination may be recommended.
3. The termination recommendation, along with written documentation, will be forwarded through the operations division commander to the Chief.

## H. Training Documentation

1. Daily observation reports will be completed and submitted by the FTO at the end of each workday to the FTC.
2. The recruit will complete a self-evaluation at the end of each four-week period during the FTP.
3. The FTC will meet with each recruit officer at the end of the recruit officer's assignment to the FTP to assess strengths and weaknesses of the program and the FTO's. A written report of this assessment will be forwarded through the operations commander to the Chief.

### Approved By:



**Walter K. Vanatta**  
**Chief of Police**

