

G.O. 23.1.1 -- ATTACHMENT B

CAREER PLANNING GUIDE

Field Training Officer

REQUIRED SKILLS AND ABILITIES:

- ✓ Good oral communications skills;
- ✓ Good report writing and written communications skills;
- ✓ Good interview skills;
- ✓ Maintains good physical conditioning
- ✓ Well-established knowledge base of state statutes, local ordinances, Department policies, and basic skills in the function of a police officer;
- ✓ Knowledge of Dept. mission and core values
- ✓ Self-motivated and tenacious in day-to-day activities;
- ✓ Team player and a positive role model both on and off duty;
- ✓ Leadership skills;
- ✓ Ability to establish and maintain effective working relationships with co-workers;
- ✓ Ability to plan and evaluate work and activities of trainees; and
- ✓ Ability to instruct and counsel trainees, and to be a learning resource.
- ✓ Have completed at least one year of law enforcement experience.
- ✓ Current performance evaluation rating of “standard” or better; and
- ✓ Average or better self-initiated activity during non-committed time.
- ✓ Able to commit hours necessary to fulfill responsibilities
- ✓ Has not received excessive sustained complaints.

RECOMMENDED SKILLS AND ABILITIES:

- ✓ Has sought out and attended training in regards to advanced patrol tactics, evidence gathering and interviewing techniques
- ✓ Has shown a willingness to be involved in various department functions and activities
- ✓ Has experience in teaching or instruction related to adult learning
- ✓ Has shown the ability to be trusted with responsibility regarding sensitive cases or incidents
- ✓ Has a wide array of experience and a well rounded skill base of various police skills
- ✓ Has shown creativity in problem solving
- ✓ Has demonstrated the desire for self improvement in police work
- ✓ Completes tasks assigned in a timely and effective manner
- ✓ Has demonstrated proficiency in areas of survival based skills
- ✓ Demonstrates good officer safety and patrol tactics
- ✓ Has investigated a wide array of cases
- ✓ Has written and executed search warrants