

## **GENERAL ORDER 33.4.1**

### **FTO Program**

**GENERAL ORDER CROSS-REFERENCE: None.**

### **SUMMARY**

Describes the Department's Field Training Officer (FTO) program as a part of the training process of newly-sworn police officers, communications officers, police records communications specialists and police reserves.

### **DISCUSSION**

Sworn officers shall successfully complete the basic course at the Oregon Police Academy or equivalent from another state and the FTO program prior to receiving assignments that require the carrying of firearms, enforcing the law or effecting arrests except as a part of the FTO program. The goal of field training is to provide recruit trainees with "on street" experiences in addition to classroom training. An average 17 week period permits time for rotation of recruits among the various training activities and objectives with which they must be familiar.

The FTO program is a continuation of the selection process. Continuous appraisal of performance and development are provided to guide individuals in improving their respective skills and abilities.

A similarly designed field training program is required for Communications Officer, Police Records & Communication Specialist, Community Service Officer, and Detention Officer.

### **POLICY**

#### **I**

Recruit officers shall complete a 17 week FTO program initiated upon employment with the Department. This program is in addition to the mandatory basic police course as prescribed by the Department of Public Safety Standards and Training. In certain cases, the FTO program may be initiated prior to attendance at the Basic Police Academy and completed upon return from the Academy. For experienced police officers, the 17-week program may be shortened to reflect the experienced officer's skills.

## II

The Patrol division commander shall be responsible for the activities of the Department's FTO program. A patrol sergeant selected by the division commander shall provide training, coordination and supervision of officers utilized as field training officers.

Field training officers will be assigned various shifts as a result of the rotation policy of the Department. Supervision of these officers is the responsibility of sergeants assigned to that shift. Patrol sergeants who have recruits and their respective field training officers shall work in concert with the FTO sergeant to ensure that appropriate training, supervision and evaluation is performed with the recruit and the field training officer.

Field training officers shall be immediately accountable to their shift sergeants. The field training officer shall provide the FTO sergeant with information relating to the training of a recruit.

## III

The training sergeant will ensure that liaison is maintained with Oregon Police Academy staff to determine the progress of recruits and ensure that field training officers know which skills and abilities have been taught the recruit at the Academy. The field training manual provided by the Department of Public Safety Standards and Training shall be utilized by the recruit and field training officers to document the training received during the FTO program. The training officer shall retain a copy of the completed manual in the employee's training file.

## IV

Selection as a field training officer requires submission of an application to the FTO sergeant as vacancies develop.

A selection committee, chaired by the FTO sergeant, comprised of patrol sergeants shall review the applications for the FTO positions.

The committee shall examine the applicant's professional experience, performance proficiency and teaching skills. The applicant must have previously exhibited consistent proficiency in police skills and tactics. The applicant must demonstrate positive values and attitudes as these are transmitted to recruits. The selection committee shall submit recommendations to the Patrol Division Commander for final selection.

FTO's for non-sworn personnel shall be selected from a committee comprised of the FTO Sergeant and the employee's direct supervisor(s). This committee will make a recommendation to the appropriate Bureau Commander for the final selection.

Field training officer assignments are not permanent and are career enhancement opportunities. The Bureau Commander shall assign sufficient employees to this program to provide service to recruits and reserve officers involved in the FTO program. FTO's serve at the discretion of the division commander.

## V

Field training officers shall be trained in the roles and responsibilities of a field training officer. Formal training shall be provided as soon as practical upon appointment. On-going training will be conducted to maintain proficiency as field training officers.

## VI

Field training officers shall follow the Department's field training manual in providing training to recruits. Daily Observation Reports (DOR'S) shall be completed by the field training officer for the respective recruit's activities and submitted to the FTO Sergeant, the officer's direct supervisor, and the respective division commander.

Recruits shall be observed and evaluated by at least 2 and normally 3 field training officers on at least 2 shifts during the FTO program.

## VII

Upon successful completion of the FTO program, recruits shall be assigned regular patrol duties but will be closely supervised by their shift supervisor for the remainder of their probationary period.

Employees not successfully completing the FTO program will be recommended for termination of their probation.

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