A. POLICY

To establish a formal Field Training Program for the Department of Public Safety. All newly hired Sworn Officers and Dispatchers will complete a seven week, one week of observation (twenty-eight DORs) Field Training Program. (CALEA 33.4.3.a)

B. PURPOSE

Provides employees of the department with a structured training atmosphere with documentation to identify strengths and weaknesses. Outlines the selection process for Field Training Officers while establishing training standards.

C. DEFINITIONS

1. Field Training Officer (FTO): A sworn officer or Dispatcher who has been recognized as an outstanding employee in his/her particular field or assignment, and who meets the requirements of selection for the FTO position.

2. Recruit: For the purpose of the FTO Program, a recruit is a new officer or dispatcher with or without prior law enforcement / dispatcher experience. A new employee remains in a recruit status until such time as he/she has successfully completed all phases of Public Safety field training, Academy or NCIC training.

3. Trainee: A new employee, either sworn or Dispatcher, or an employee who has been transferred within the department to a new position in which duties may be different from the former assignment.

POLICY AND PROCEDURE #84 Field Training Program
4. **Field Training Guide:** A manual consisting of a series of job-related duties for a particular position within the department, which is used by the FTO as a guideline and checklist of training tasks. This manual provides documentation and verification of the trainee’s performance while in training.

5. **Evaluation: Daily Observation Report (DOR):** The DOR is a daily report completed on the trainee by the FTO in which performance evaluations are conducted to point out strengths and identify weaknesses. This document will remain part of the officer’s training file. All reports will be submitted to the Training Officer. *(CALEA 33.4.3. g and h)*

6. **End of Phase Report:** This report is to be completed by the FTO at the end of each training phase. The purpose of this report is to keep the FTO Coordinator advised of the weekly status of the officer. *(CALEA 33.4.3. g and h)*

7. **Bi-weekly Supervisor Evaluations:** This is to be completed by the Shift / Communications Supervisor. The purpose of this report is to ensure that the Shift Supervisor is aware of the status of all recruits on his shift.

8. **Additional Training:** Training conducted in addition to the training already received in a particular area. Additional training is usually the result of the employee’s failure to meet an acceptable level of performance on a given task. Additional training will be documented and such documentation will be maintained in the employee’s training file.

**D. ELIGIBILITY REQUIREMENTS (FIELD TRAINING OFFICER)**

Any commissioned public safety officer or certified Dispatcher, who is not on probation, may serve as a Field Training Officer.

**E. SELECTION PROCESS FOR FIELD TRAINING OFFICERS (CALEA 33.4.3.b)**

1. **Application**
   a. Officers / Dispatchers desiring to become FTO’s will submit an FTO application through their chain of command, to the FTO Coordinator.
   b. The FTO application should include biographical information such as date of hire, total law enforcement / communications experience (to include areas of assignment), specialized training and education.
c. Each member of the applicant’s chain of command is required to make appropriate recommendations on the application.

2. Selection

a. Selection will be made by the Chief, with recommendations from:
   * Patrol Commander
   * Operations Support Commander
   * FTO Coordinator
   * Shift / Communication Supervisor / Training Officer

b. Each applicant will be assessed based on the following categories as it applies to his/her position:
   * Personal Appearance
   * Loyalty
   * Cooperation
   * Dependability
   * Resourcefulness
   * Application of the Laws
   * Knowledge of the Laws
   * Versatility
   * Attitude
   * Motivation
   * Respect for Authority
   * Initiative
   * Decisiveness
   * Patrol Techniques
   * Driving Ability
   * Patience
   * Communication Skills
   * NCIC Knowledge
   * Visions Program Knowledge
   * Radio Communication Skills

c. A total of three (3) Public Safety and (1) Dispatcher FTO positions will be maintained. It is desirable to have two (2) Public Safety FTO’s per shift.

d. Once selected to the position of FTO, all FTOs (Public Safety and Dispatcher) will receive a minimum of 40 hours of Field Training Officer training. All Field Training Officers will receive quarterly in-service training. (CALEA 33.4.3.e)

e. Once selected to the position of FTO, the officer will be considered an active FTO until such time as they are relieved of the status in writing, or
are promoted to a higher rank.

f. Special Unit FTO’s will be selected by the Supervisor of each specialized unit. A prescribed field training manual will be completed on newly assigned member(s) to a specialized unit. Once completed, the manual will be forwarded to the Training Division to be placed into the officer’s training file.

F. FIELD TRAINING OFFICER PROGRAM

1. Assignment of Recruits

The assignment of recruits to Field Training Officers will be made by the FTO Coordinator. It is important to note that the recruit is assigned to the FTO and not to the shift. The recruit will work the same rotation as the FTO. During the training period, the recruit and the FTO will work as one officer with the FTO being the trainer and observer. The FTO will be required to complete daily observation sheets on the officers. (CALEA 33.4.3.f)

2. Training of Recruits and required reports

a. A recruit enters into the Field Training Officer Program after he/she has successfully completed the necessary classroom instruction.

b. Recruits will undergo six (6) weeks and one week of observation (twenty-four DORs) of training under the supervision of a Primary and Secondary FTO (CALEA 33.4.3.a)

c. Daily Observation Reports (DOR) will be completed for each day the recruit is trained/evaluated. If the recruit is on sick leave a DOR will be completed by the FTO and will show no evaluation and why. The DOR will show no evaluation-LIMBO. (CALEA 33.4.3.g)

d. One primary FTO will be the recruits first FTO. This will usually be the FTO on the shift that the recruit will be permanently assigned to. The recruit will be with him for two weeks.

e. Week 3 thru 4, the recruit will be assigned to a secondary FTO. The same evaluation procedure will apply.

f. Week 5 thru 6, the recruit will be reassigned to another shift and to the secondary FTO. The Field Training Manual should be complete by the end of week 7 (DOR 28). At the end of the 7th week (observation week), the Primary and Secondary FTO will make recommendations to the Training Officer as to the status of the recruit, i.e. recommended for board or
remedial training. This form is available from the Training officer.

g. If the recommendation of the Primary and Secondary Field Training Officer is not to release the recruit from a training status, the recruit will report to the Training Office on his/her next duty day. The Training Staff will review all of the recruit’s training records and take action with regards to remedial training, if appropriate. If additional training is not indicated, recommendations on the recruit’s status will be made to the Director via Patrol Commander by the FTO Coordinator.

h. If after remedial training the recruit is still unable to complete the field training program, he/she will be released from employment.

i. If the recommendation calls for the recruit’s release from a training status, a Review Board will be convened.

3. Review Board

a. If a recruit has been recommended for release, a Review Board will be convened. The recruit’s Primary or Secondary FTO will appear before the Review Board with the recruit.

b. The Review Board for public safety officers may consist of one (1) Corporal, two (2) Sergeants and one (1) staff officer (Lieutenant or Captain). The review board for Dispatchers may consist of Operations Support Commander, Communications Supervisor, one Public Safety Supervisor (Sergeant or Lieutenant).

c. The Review Board will convene prior to the recruit’s scheduled appearance and review the recruit’s Field Training Guide, Daily Observation Reports, bi-weekly evaluations, bi-weekly supervisor evaluations, end of phase critiques and any other pertinent information available.

d. Each recruit will be assessed on their level of proficiency. The Review Board will develop a list of questions covering various aspects of the recruit’s training. The recruit may be asked to demonstrate their proficiency by performing a specific task.

e. The Review Board will make a recommendation - in the form of a written memorandum - as to the recruit’s status. That memorandum must be signed by each member of the Review Board and is to be submitted to the Deputy Chief.
4. Review Board Recommendations
   a. When recommended by the Review Board, the Patrol Commander will recommend to the Director that the officer be released to full duty. The Director will approve or disapprove the recommendation.
   b. In cases where the Review Board disapproves the recruit’s release, it will be the responsibility of the Review Board to identify reasons for disapproval and make recommendations for remedial training.

G. THE FIELD TRAINING OFFICER POSITION - GENERAL INFORMATION

1. FTO Responsibilities
   a. The FTO will be responsible for introducing the recruit to shift/office personnel and will assist the new officer with whatever he/she might encounter.
   b. FTO’s will ensure that the recruits drive the cruiser and utilize the radio system while on duty. FTO’s are responsible for monitoring the safe handling of the vehicle and will take corrective action to avoid accidents.
   c. FTO’s are reminded that recruit training is an important undertaking. To ensure a level of training continuity, and in fairness to the recruit, FTO’s will not be granted annual leave while they are assigned a recruit.
   d. The FTO is responsible for submitting all required reports to the training officer. All reports will be reviewed by the Shift Supervisor prior to being submitted. (CALEA 33.4.3.h)
   e. If at any time the FTO determines that the recruit is not performing up to standards, he will submit a written report, via the chain of command, to the FTO Coordinator. The FTO Coordinator will interview the F.T.O and the recruit and make a recommendation to the Patrol Commander as to what corrective action is required. (CALEA 33.4.3.h)
   f. The FTO will be the shift trainer and will conduct in-service training as directed by the Training Officer or Shift Supervisor.

2. Uniform Appearance

   Upon completion of an FTO seminar, the FTO will be entitled to wear the designated instructor pin.
H. SUPERVISORY RESPONSIBILITIES

There are certain considerations a Supervisor must keep in mind when supervising an FTO and his/her assigned recruit. (CALEA 33.4.3.c)

1. In the event of an illness or the need for emergency leave on the part of the FTO, the Shift Supervisor will assign a recruit to non-law enforcement duties. This day will be considered a non-training day and will not count as F.T.O training.

2. In the event an FTO is going to be absent for more than three (3) days, the F.T.O. Coordinator will assign the trainee to an FTO from another shift.

I. SUPERVISORS TRAINING PROGRAM

All probationary Supervisors will participate in the Supervisor’s Training Program that will entail the following components:

1. A probationary Supervisor enters into the Supervisor’s Training Program upon being promoted.

2. A probationary Supervisor will undergo two (2) weeks of training under the supervision of the shift Lieutenant.

3. Daily observation reports will be completed for each day the probationary Supervisor is trained/evaluated.

4. The shift Lieutenant will complete an observation summary for each week of the probationary Supervisor’s field training and evaluation. These weekly reports begin at the end of week one.

5. At the end of the two week program, the shift Lieutenant will complete his/her weekly summary and include a letter of recommendation pertaining to the probationary Supervisor’s readiness to assume a solo assignment. In the event the probationary Supervisor is not ready for a solo assignment, this letter will indicate the areas which need remediation. A letter of recommendation will also be submitted by the Patrol Commander. The recommendation will be in the form of an interdepartmental memo.

6. The probationary Supervisor will receive monthly evaluations by his/her Operations Commander, or any other personnel designated by the Patrol Commander. These periodic evaluations will continue through six months after the probationary Supervisor’s promotion date.
J. ACADEMY LIAISON

The Field Training Program manager will perform all liaison with The South Carolina Criminal Justice Academy personnel. (CALEA 33.4.3.d)

NOTE: Preprinted forms are available through the Training Division