

<b>JOPLIN POLICE DEPARTMENT</b>	<b>7-02 STANDARD OPERATING GUIDELINE</b>
<b>SUBJECT: Field Training Officers Program</b>	<b>REVIEW DATE: Annually - July</b>
<b>EFFECTIVE DATE: 02/10/2020</b>	<b>ACTION DATE:</b>
<b>AMENDS/SUPERSEDES: 11/01/2018</b>	<b>AMEND DATE: 02/10/2020</b>
<b>ACCREDITATION INDEX: 33.2.4, 33.4.2 a, b, 33.4.3 a, b, c, d, e, f, g, h</b>	<b>APPROVED:</b>  <b>Chief of Police</b>

**I. POLICY**

It is the policy of the Joplin Police Department to follow established guidelines for the administration of Field Training and Evaluation Programs. A field-training manual has been compiled to provide detailed information about the program. (33.4.2 A, B, 33.4.3 A, F, G, H)

**II. PURPOSE**

To establish procedures for identifying qualified officers to hold the position of Field Training Officer, to establish the hierarchy of officers tasked with implementation of the program, and to identify operational aspects of the Field Training Officers program.

**III. DEFINITIONS**

*ADORE Software*

The computer software utilized to facilitate and track the reports and charts defined in this policy.

*Daily Observation Report {DOR}*

This form is the PO Trainee’s daily report card, covering various areas of interest.

*End of Program Report*

The FTO coordinator will complete a release from program report, which states that they have reviewed all paperwork to date, and that they concur with the recommendation of the FTO to release the PO Trainee from the FTO program.

*FTO*

Field Training Officer.

*FTO End of Phase Report*

This report will list the strengths and areas needing improvement.

### *Performance Chart*

The scores from the DOR are transferred over to the performance chart to give a daily accounting of the PO Trainee's progress through the program.

### *PO Trainee*

Police Officer Trainee

### *Remedial Training Chart*

Creates an accurate documentation of the efforts taken by the FTO to correct persistent problem areas.

### *Supervisors End of Phase Report*

A report compiled by a supervisor or his/her designee of the team that the PO Trainee was assigned to. It may be completed by use of various methods including, but not limited to, direct observation, review of paperwork, radio traffic, feedback from FTO or other officers, review of DOR's on file, etc...

## **IV. PROCEDURES**

The Department assigns a series of Field Training Officers to each newly hired Police Officer to oversee the training of the new officer, and ensure the new officer receives training on agency policies, procedures, rules and regulations (33.2.4). The FTO and shift supervisor may consult academy and instructor staff in regard to weakness or problem areas that the new officer may experience (33.4.3 D).

- A. Department Field Training Manual: (33.4.2 A, B, 33.4.3 G)
  - 1. Field Training Manuals are issued to each newly hired officer and shall contain, but are not limited to;
    - a. A curriculum based on tasks of the most frequent assignment associated duties of officers;
    - b. Guidelines for the evaluation of PO Trainees. (33.4.3 G) (33.4.2 A)

In order to maintain a professional and qualified FTO staff, and to present necessary guidelines, certain minimum standards must be maintained.

- B. Qualifications for FTO candidate: (33.4.3 B)
  - 1. The FTO candidate must have at least twelve months of law enforcement experience. The experience may come from time spent at other agencies, providing it was conducting peace officer activities.
- C. Selection Process for FTO: (33.4.3 B)
  - 1. Police Officers interested in becoming an FTO must submit a response to an internal advertisement of an opening for the position.
  - 2. Oral interviews will be granted to all who possess the necessary qualifications for the position. The interview panel will consist of the FTO Coordinator, at least one other supervisor, and three current FTO's

3. A review of the applicants personnel file will be made.
4. With all things equal, officers with twelve months experience with our agency will be given preference over officers with outside experience.
5. The Uniformed Operations Bureau Commander shall ensure that any employee, upon being selected as an FTO, attends an initial FTO training as soon as practicable. Annual continuing education training should be held to keep the FTO current with their assigned responsibilities. (33.4.3 E)

D. Structure of FTO Staff: (33.4.3 C)

1. The FTO staff will be comprised of the Uniformed Operations Bureau Commander, FTO Coordinator, FTO Supervisor(s), and an appropriate number of FTO's to be set by the Bureau Commander.
2. The Uniformed Operations Bureau Commander is responsible for the FTO Program.
3. The FTO Coordinator of the program will be a Sergeant assigned to Uniformed Operations Bureau.
4. The FTO Supervisor(s) will hold the rank of Corporal, and ideally be assigned to the Uniformed Operations Bureau

E. Explanation of Phases:

The sixteen weeks of the program are divided into four phases, which are spent with three different FTO's. Phase one is six weeks in length, phase two is four weeks in length, phase three is four weeks in length, and phase four is two weeks in length. The phase four FTO is the same FTO that conducted phase one, which permits the original FTO the opportunity to gauge how the PO Trainee is progressing. (33.4.3 A, F)

1. The first two weeks of Phase one are limbo days, and the first day of Phase two and Phase three two days are limbo days, during which time the PO Trainee is not scored. The PO Trainee is encouraged to perform as much as possible during this time period, even though scoring does not count for them, or against them. At the end of the limbo days the PO Trainee will start taking exams and being scored on the criteria set for the phase of instruction.
2. During phase one the PO Trainee is assigned to the first of three FTO's. Prior to advancement to the next phase, the FTO will complete and submit an end of phase report. The FTO Supervisor is responsible for filling out an end of phase supervisor DOR and the FTO is responsible for assuring that all required paperwork to date is completed.
3. During phase two the PO Trainee is assigned to the second of three FTO's. Prior to advancement to the next phase, the FTO will complete and submit an end of phase report. The FTO Supervisor is responsible for filling out an end of phase supervisor DOR and the FTO is responsible for assuring that all required paperwork to date is completed.
4. In phase three the PO Trainee is assigned to the third of three FTO's. Prior to advancement to the next phase, the FTO will complete and submit an end of phase report. The FTO Supervisor is responsible for filling out an end of phase supervisor DOR and the FTO is responsible for assuring that all required paperwork to date is completed.
5. In phase four the PO Trainee is reassigned to their first phase FTO for final evaluations. In phase four of the program the PO Trainee is expected to be able to perform most assigned

tasks without assistance. The FTO Supervisor is responsible for filling out an end of program supervisor DOR and the FTO is responsible for assuring that all required paperwork is completed, including the end of phase report.

F. Extension of Phases:

1. At any time and in any phase that an FTO believes a PO Trainee is in need of an end of phase extension, it is the responsibility of the FTO to keep the FTO coordinator informed of this possibility. Before the end of the phase, the FTO will fill out the end of phase report with their extension recommendation, which will thoroughly explain why the PO Trainee needs to be extended. The FTO Coordinator will then follow the steps outlined:
  - a. The Coordinator will review the report and indicate that they either, concur, or do not concur, on the bottom of the form, and then sign the form.
  - b. With an agreement that the PO Trainee needs to be extended in the program, the PO Trainee will meet with the FTO Coordinator. An explanation will be given to the PO Trainee as to why he/she is being extended, and what areas they need to work on to improve in the program. The PO Trainee will then be placed in a two-week extension phase, with an FTO to be determined by the FTO Coordinator.
  - c. To ensure that the PO Trainee is ready for advancement back into the next phase of training, the Coordinator will monitor the extension training closely, eliciting feedback from the FTO as to the PO Trainee's training status.
2. If an extension does occur, the FTO Coordinator shall review the end of phase report and place a memo in the PO Trainee's training file, indicating that they have reviewed the report and either they concur or do not concur with the recommendation. All DOR's to date should validate the FTO's recommendation. Remedial training efforts on the PO Trainee should be reviewed to see what attempts have been made to correct problem areas.
3. Extension phases will be two weeks in length. A Trainee will only be given a maximum of eight weeks or 4 total extensions, if they are showing improvement during their extensions. The determining factor on whether the FTO Coordinator recommends termination from the program will be the lack of improvement during extension phases. If the PO Trainee is showing improvement, they will be allowed to stay in the program, barring no other disciplinary actions that would result in termination. If the PO Trainee's scores have leveled off showing no improvement, or are declining, a decision will be made on whether to recommend termination from the program.
4. Prior to a recommendation of termination being made, the FTO Coordinator and Uniformed Operations Bureau Captain should meet and review all paperwork leading up to the decision. The documentation should validate the decision to terminate. The Chief of Police will determine the final decision on the status of the PO Trainee.
5. If a PO Trainee resigns or is terminated from the program, the FTO Coordinator will ensure that the letter of resignation or termination is placed in the PO Trainee's training file. The Coordinator will then go to the last score sheet and write, "resigned" or "terminated from program".

G. Paperwork to be Filled Out (33.4.3 H)

1. Daily Observation Report – This form is to be filled out by the FTO daily. No one other than a certified FTO who was assigned and observed the PO Trainee for a minimum of five hours can fill out the DOR. DOR's cannot be backdated. They must be filled out prior to end of shift and gone over with the PO Trainee. There must be a minimum of sixty-four

DOR's filled out, and on file prior to the PO Trainee being allowed to exit the program. The ADORE computer program will be used to fill out DOR's.

2. Performance Chart –The scores from the DOR are transferred over to the performance chart to give a daily accounting of the PO Trainee's progress through the program.
3. Remedial Training Chart – Filled out by the FTO Coordinator or his/her designee. Any remedial efforts that the FTO documents on the DOR are to be transferred over to the remedial training chart.
4. Remedial Training Worksheet – Filled out by the FTO when additional training is required by the PO Trainee to improve on a deficiency.
5. Supervisors End of Phase Report – This report is to be filled out by a supervisor or his/her designee of the team that the PO Trainee was assigned to. There must be a minimum of four supervisor's DOR's on file.
6. FTO End of Phase Report – This is to be filled out by the FTO. If it is a phase three or four report, it will be accompanied by a recommendation as to whether the PO Trainee should be extended or advanced.
7. End of Program Report – The FTO Coordinator shall complete a release from program report which states that they have received and reviewed all the necessary paperwork, and either do, or do not concur with the recommendation of the FTO. This report should be attached to the inside front cover of the PO Trainee's file.
8. FTO Critique Form – This form is to be filled out by the PO Trainee at the end of the FTO program.

#### H. Evaluation of FTO by PO Trainee

At the end of the FTO program the PO Trainee will fill out an FTO Critique Form. At the end of the FTO program the PO Trainee will be interviewed and will be asked to rank his FTO's. This will be done again in six months.

#### I. Hours Spent in Program

The PO Trainee must spend a minimum of sixty-four days in the FTO program; however, the total number of hours does not necessarily need to be 640 hours. There must be a minimum of 620 hours spent in the program before the PO Trainee can be released from the program. A PO Trainee must spend a minimum of five hours of a workday in the field to be counted as a scoring day. A PO Trainee that has substantial previous law enforcement experience may not need to spend as much time in the FTO program as a PO Trainee with little or no previous experience. The PO Trainee that has substantial previous experience may be eligible to skip phase 3 and end with a one-week phase 4. The PO Trainee will still be required to complete all tests and sign off on all training documents.

#### J. Training Days Counted as Scoring Days

A training day can be counted as a scoring day, if it is interactive training. The Uniformed Operations Bureau Commander or FTO Coordinator must approve any type of training that will be counted in this area. They will determine if the training has enough scoring areas to properly fill out the DOR. A maximum of forty hours can be used as training, however the PO Trainee must still have at least six hundred- twenty hours completed prior to being allowed to leave the program. The FTO Coordinator or Uniformed Operations Bureau Commander will approve this training on a case-by-case basis.

K. 16-Week Training Cycle (33.4.3 A)

1. Phase one – Phase one is six weeks in length and is completed with the first FTO assigned to the PO Trainee. It consists of weeks 1- 6 of the program.
2. Phase two – Phase two is four weeks in length, it will be spent with the second of three FTO's. It consists of weeks 5-8 of the program.
3. Phase three – Phase three is four weeks in length, it will be spent with the third of three FTO's. It consists of weeks 9-12 of the program. A PO Trainee with substantial previous law enforcement experience may be eligible to skip this phase and proceed to phase 4.
4. Phase Four – Phase four is four weeks in length, it is spent with the original phase one FTO. It consists of weeks 13-16 of the program.

a. Day 63

The FTO shall complete all paperwork leading up to this point. If the recommendation is to allow the PO Trainee to complete the program, an end of program report shall be completed, and the FTO coordinator shall be notified. The report shall contain information explaining the PO Trainee's strengths, and areas needing improvement. This report will also contain a recommendation from the FTO. The report will be reviewed with the PO Trainee. The FTO Coordinator will then approve the report and forward a copy to the Supervisor of the team that the PO Trainee will be moving to.

b. Day 64

This is a non-scoring day and can be treated for the first time as a two officer vehicle. The last DOR needs to be turned in and marked at the top "final day, no score". The DOR still needs to be signed by all parties who normally sign the forms. The FTO coordinator shall complete a release from program report, which states that they have reviewed all paperwork to date, and they concur with the recommendation of the FTO to release the PO Trainee from the FTO program. This report will be stapled to the inside cover of the PO Trainee's file.

L. Accelerated FTO program

1. An officer that has been hired with substantial previous law enforcement experience may be eligible for an accelerated FTO program. Things to be considered when determining whether the officer has substantial experience may include, but are not limited to, size of previous agency, years of service, and assignments while at previous agency. This decision will be made on a case by case basis.
2. The FTO Coordinator will provide a list of who may be eligible and why they would be eligible to the Chief of Police or his designee for final approval.
3. If it is determined that the officer will be eligible for the program, then the PO Trainee officer will be notified. The PO Trainee will be set up on a 11-week schedule. During phase 2 of the program the FTO and the FTO coordinator will determine whether the PO Trainee is progressing satisfactorily enough to skip phase 3 and proceed to phase 4. If the PO Trainee goes to phase 4, he/she will do one week in phase 4.

4. The PO Trainee will be required to pass all tests and be signed off on all skills that are required of the PO Trainee that completes the 16-week program.

**V. COMPLIANCE**

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

**VI. APPLICATION**

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.