

Field Training Officer Program

436.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Alameda Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive, and professional manner.

436.2 PROGRAM OVERVIEW

Normally, three weeks of the program shall focus on the refinement of basic skills as learned in the basic academy as they pertain to performing the police mission in the City of Alameda. By the end of the training program, the successful trainee must demonstrate that they have ~~he /she has~~ the ability to adequately perform all duties required of an Alameda Police Officer.

436.2.1 PROGRAM CONTENT AND FORMAT

This program shall be modeled pursuant to the FTO program compiled by Glenn F. Kaminsky and Dr. Michael D. Roberts, and taught in POST approved FTO seminars. The program shall consist of three (3) weeks of In-House training and sixteen (16) weeks of In-Field Training. Exceptions may be made for those in the accelerated FTO program.

(I). IN-HOUSE TRAINING - This program shall consist of the following (at a minimum):

- (a) Introduction to the FTO Program, its objectives and procedures.
- (b) Introduction to Police Department's organization, functions, work schedules, chain of command, overall duties and obligations, and city geography.
- (c) Introduction to the philosophy of Community Policing relative to the Alameda Police Department.
- (d) Range policies and procedures including practical firearms/weapons training.
- (e) Practical training in defensive tactics, arrest and control techniques, and impact weapons.
- (f) Practical training in vehicle operations traffic stops, and high risk vehicle stops.
- (g) Practical training in search and seizure law, search techniques, including searches of persons, buildings and vehicles, including the use of K-9's.
- (h) Introduction to how domestic violence pertains to law enforcement and our responsibilities.
- (i) Introduction to different City Departments including City Hall, the Courts, the District Attorney's office, and the Fire Department.
- (j) Practical training in different computer systems patrol officers use during the course of their shift.

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- (k) Practical training with the Identification/Property Bureau Section, the collection, packaging and documentation of evidence items.
- (l) Practical training in the area of traffic accident and driving under the influence investigations.
- (m) Practical training on how to identify persons under the influence of a controlled substance.
- (n) Practical training with tactical communications and conflict resolution.
- (o) Scenario training providing practical training on [the](#) application of [department policies](#) ~~Department -General Orders~~, and criminal and case law.

The FTO Sergeant shall insure that the most qualified instructors within the Department provide the above training and that the newly hired officer(s) receives all necessary forms and handouts required for the subsequent field training.

(II). IN-FIELD TRAINING

- (a) Phase I shall be conducted by the primary Field Training Officer who shall, in conjunction with the FTO Sergeant and Lieutenant, determine whether the newly hired officer has corrected any discrepancies or weaknesses which affect the performance of the police patrol function.
- (b) Phases II and III shall be conducted by secondary FTOs. Whenever possible, the secondary FTOs shall be working on different shifts. Exceptions may be made for those in the accelerated FTO program.
- (c) Phase IV shall be conducted by the primary FTO who shall evaluate the trainee with respect to overall improvement and readiness in performing all aspects of the patrol officer function. During this phase, the trainee shall operate in a quasi-solo capacity. He/she shall operate the police vehicle, prepare all reports and conduct all investigations, and fulfill all police related duties. The FTO will be in the car as an observer-evaluator, unless the need for immediate intervention arises.
- (d) Upon completion of the final phase, the primary FTO shall prepare a comprehensive rating of the trainee which shall be presented at the final FTO meeting for the purpose of evaluating the trainee's level of success in completing the program.
- (e) During this 16-week program, there should be at least four (4) general FTO meetings conducted at or close to the end of every four week phase, unless the trainee is in the accelerated FTO program. The purpose of these meetings is to discuss and evaluate the performance, progress, and weaknesses of the trainee as well as other topics related to the program. In the event of trainee deficiencies which indicated the possibility of failing the training program, there shall be a special FTO meeting to develop a comprehensive remedial plan to insure that every possible means of assisting the trainee has been utilized.

436.2.2 PROGRAM RESPONSIBILITY

The responsibility for the FTO program is as follows:

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- (a) FTO Lieutenant - shall oversee the entire program to insure that it is being conducted in accordance with Departmental and program needs and objectives. The FTO Lieutenant shall have been previously awarded, or eligible for the award of a POST Supervisory Certificate, and shall successfully complete a POST-certified Field Training Supervisor/Administrator/Coordinator (SAC) Course prior to, or within 12 months of the initial promotion, appointment, or transfer to such a position.
- (b) FTO Sergeant - shall insure that all patrol sergeants and training officers coordinate their efforts and perform all required functions relating to the training and evaluations of newly hired officers. The FTO Sergeant shall have been previously awarded or eligible for the award of a POST Supervisory/Administrator/Coordinator (SAC) Course prior to, or within 12 months of the initial promotion, appointment, or transfer to such a position.
- (c) Personnel and Training Sergeant - shall be responsible for scheduling appropriate training schools for those officers selected to be field training officers. The FTO sergeant shall be responsible for the proper scheduling of the in-house academy portion of the program.
- (d) Field Training Officer - shall conduct the actual training and evaluation process.

436.3 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training, and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

436.3.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO
- (b) ~~At least one year of experience with this department , and at least one year in Patrol~~
- (c) Demonstrated ability as a positive role model
- (d) Participate and pass an internal oral interview selection process
- (e) Evaluation by supervisors and current FTOs
- (f) Possess a POST Basic certificate

436.3.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

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436.4 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The FTO Program supervisor should be selected from the rank of sergeant or above by the Field Services Bureau Commander or a designee and should possess, or be eligible to receive, a POST Supervisory Certificate.

The responsibilities of the FTO Program supervisor include the following:

- (a) Assignment of trainees to FTOs
- (b) Conduct FTO meetings
- (c) Maintain and ensure FTO/trainee performance evaluations are completed
- (d) Maintain, update, and issue the Field Training Manual to each trainee
- (e) Monitor individual FTO performance
- (f) Monitor overall FTO Program
- (g) Maintain liaison with FTO coordinators of other agencies
- (h) Maintain liaison with academy staff on recruit performance during the academy
- (i) Develop ongoing training for FTOs

The FTO Program supervisor will be required to successfully complete a POST-approved Field Training Administrator's Course within one year of appointment to this position (11 CCR 1004(c)).

436.5 TRAINEE DEFINED

Any entry level or lateral police officer newly appointed to the Alameda Police Department who has successfully completed a POST approved Basic Academy.

436.6 REQUIRED TRAINING

Entry level officers shall be required to successfully complete a POST-approved Field Training Program, consisting of a minimum of 10 weeks (Penal Code § 13515.295; 11 CCR 1004; 11 CCR 1005).

The training period for a lateral officer may be modified depending on the trainee's demonstrated performance and level of experience. A lateral officer may be exempt from the Field Training Program requirement if the officer qualifies for an exemption as provided in 11 CCR 1005(a)(B).

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts, and geographical areas during their Field Training Program.

436.6.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Alameda Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

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The Field Training Manual will specifically cover those policies, procedures, rules, and regulations adopted by the Alameda Police Department.

436.7 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

436.7.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

- (a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the FTO Coordinator on a daily basis.
- (b) Review the Daily Trainee Performance Evaluations with the trainee each day.
- (c) Complete a detailed end-of-phase performance evaluation on his/her assigned trainee at the end of each phase of training.
- (d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

436.7.2 IMMEDIATE SUPERVISOR

The Field Training Sergeant shall review and approve the Daily Trainee Performance Evaluations.

436.7.3 FIELD TRAINING ADMINISTRATOR

The Field Training Lieutenant will periodically review the Daily Trainee Performance Evaluations submitted by the FTO to the Field Training Sergeant.

436.7.4 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

436.8 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

- (a) Daily Trainee Performance Evaluations
- (b) End of phase evaluations
- (c) End of training meeting between FTO Lieutenant, FTO Sergeant, Primary Field Training Officer, and the recruit's new Watch Commander and sergeant
- (d) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training
- (e) Field Training Program critique