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# 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 within the Elk Grove 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, possessing all skills needed to operate in a safe, productive, and professional manner.

## 436.2 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.

The assignment as a full-time Field Training Officer will be for the patrol bid year and is subject to reevaluation through the application process annually.

Temporary Field Training Officers may be selected through the application process as the need arises and are subject to all of the same training requirements as a full-time training officer.

### 436.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO
- (b) Minimum of two years of patrol or field services experience, either with the Elk Grove Police Department or another law enforcement agency
- (c) Demonstrated ability as a positive role model
- (d) Participate in and pass an internal oral interview selection process
- (e) Evaluation by supervisors and current FTOs
- (f) Possess a POST Basic Certificate
- (g) Shall have completed field training at the time of appointment

The Chief of Police or his/her designee may amend the selection process as circumstances warrant.

### 436.2.2 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).

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

### **436.2.3 APPLICATION**

The testing and selection process for the full-time Field Training Officer will occur during the months of September and October to allow assignments to be effective with the annual patrol bid cycle.

There will not be a qualification list established for future use but Temporary Field Training Officers may be selected from this testing process.

The following criteria applies to the FTO Application Process:

- (a) The IDC announcement will clearly identify the requirements of the position and the components of the testing process, including the assigned weighting of each testing component.
- (b) Submission of a standardized Specialty Assignment Application is required as well as the specialty assignment supervisor section.
- (c) The selection process includes, but is not limited to, an oral interview, a review board, and supervisor input.
- (d) The Field Training Supervisor will submit his/her recommendation(s) to the Operations Division Commander after all required testing is complete.
- (e) Administrative evaluation and approval by the Chief of Police. The Chief of Police will employ the "rule of three" in the selection process.

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

Applicants must meet all requirements outlined in the IDC announcement by the final application due date specified.

[See attachment: 436 Specialty Assignment Application.pdf](#)

[See attachment: 436 Specialty Assignment Application-Supervisor Section.pdf](#)

### **436.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR**

The FTO Program Supervisor should be selected from the rank of sergeant or above by the Operations Division 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

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- (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)).

### 436.3.1 SUPERVISION

All FTOs, in addition to their duties and responsibilities under their Patrol Shift Sergeant will operate under the direction of the Field Training Sergeant. The Field Training Sergeant will be responsible for overseeing all aspects of the Field Training Program and ensuring that all department standards and objectives are met. The Field Training Sergeant is further responsible for ensuring that the department's program is in compliance with the minimum standards established by POST.

### 436.4 TRAINEE DEFINED

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

### 436.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 10 weeks (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.

#### 436.5.1 FIELD TRAINING MANUAL

Each new officer will be given access to LEFTA (Law Enforcement Field Training Application) at the beginning of his/her Primary Training Phase. LEFTA outlines the subject matter and/or skills necessary to properly function as an officer with the Elk Grove 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 LEFTA.

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

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### **436.6 EVALUATIONS**

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

#### **436.6.1 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 supervisor on a daily basis.
- (b) Review the Daily Observation Report 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 LEFTA, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

#### **436.6.2 FIELD TRAINING SUPERVISOR**

The Field Training supervisor shall review and approve the Daily Observation Reports submitted by the FTO.

#### **436.6.3 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 Officer Program.

### **436.7 DOCUMENTATION**

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

- (a) Daily Observation Reports
- (b) End-of-phase evaluations
- (c) A Certificate of Completion certifying that the trainee has successfully completed the required number of weeks of field training

## **Attachments**

## **436 Specialty Assignment Application.pdf**



# Specialty Assignment Application (Full-time and Part-time)

(Policy §1004.3.3)

## I. Name

E-mail

Home Phone

Mobile

Assignment Current

Supervisor Position

Applying For

Current Ancillary Duties

## II. Law Enforcement Work History

	Agency	Assignment	Dates
1.			
2.			
3.			
4.			

## III. Formal Education

	School	Degree/Area	Dates
1.			
2.			
3.			

## IV. Specific Training *Please include only training related to the position applied for.*

	Course	Dates Attended	Hours
1.			
2.			
3.			
4.			
5.			
6.			
7.			

*Please add additional pages if you need more space.*

List any teaching, training, special certification, or supervisory experience relative to this position:

Please provide a summary of the knowledge, skills, and abilities you possess that make you a qualified candidate for this assignment. (400 words maximum)

**V. Attachments** *Please check boxes of items attached to this application as requested by the position announcement*

Supervisory Appraisal  Other

Annual Evaluation  Other

Recent Report  Other

*Please sign, print, and submit this application to your supervisor in accordance with the position announcement*

Signature

Date



## **436 Specialty Assignment Application-Supervisor Section.pdf**



# Specialty Assignment Application - Supervisor Section

The following shall be completed by your present supervisor.

Name of applicant  Current assignment

Name of applicant's current supervisor

Has applicant been under your supervision before? Yes  No

If yes, please indicate the type of assignment(s), duties, dates, and approximate length of time.

	Assignment <i>*Last two only</i>	Duties	Approx length of time
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you processed this applicant for any other part-time or full-time specialty assignments as outlined in EGPD Policy 1004 - Promotional and Transfer within the last 12 months? Yes  No

If yes, please indicate type of assignment(s):

	Assignment	Approx length of time
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>

Summarize the applicant's qualifications for this assignment and include areas for improvement.

Has the candidate consistently demonstrated an interest in attaining a position with the division he/she has applied to?

Has the candidate demonstrated the ability to consistently perform, with minimal supervision, above standard in the majority of performance-rating areas?

Has the candidate demonstrated any community interaction techniques in his/her current assignment?

Given the desired attributes described in the IDC announcement, which qualities listed does the candidate most strongly represent? Please provide an example of how the candidate illustrates those qualities.

Is there any reason not covered in the most recent evaluation or employee file that would preclude the candidate from being considered for this assignment?

Any additional information

Signature

Date

Position