

FIELD OFFICER TRAINING PROGRAM – COURT SECURITY

STANDARD NO(S):

NYSSA CS#: 6 & 15

DATE:

November 4, 2009

REVISED: 04/05/2011

REVIEWED: 03/31/2017

REFER TO:

Luke Laskoski

I. OBJECTIVE:

To establish SCSO policy governing the Field Training Officer (FTO) Program for Court Security Officers (CSO).

II. POLICY:

It is the policy of the Seneca County Sheriff's Office to train new, transferred or assigned Deputy Sheriff's and Special Patrol Officers to act as Court Security Officer's in Court Security policies and procedures.

III. DETAILS:

A. **Program Content -**

The requirements for the training of new, transferred or assigned court officers will include activities, duration, evaluation, FTO's, and supervision.

B. **Duration -**

New employees- Prior to assuming an unsupervised duty assignment, each new CSO shall be required to undergo a Field Training Program for a period of not less than 40 hours under the supervision of a Field Training Officer. The field training will include a minimum of twenty-four hours in Family Court, eight hours in Supreme and County Courts and eight hours at the Magnetometer/X-ray screening station. Depending on the progress of the CSO, the period of time may be extended until the CSO shows consistent improvement and successfully completes all phases of the program, or fails to show consistent improvement, at which time the CSO may be considered for termination.

Transferred or assigned Officers – Transferred or assigned members of the SCSO to Court Security Division operations will undergo a field training program for a period of not less than eight hours which is a condensed version of the forty-hour FTO program given to new employees.

C. Evaluation -

The mainstay of FTO is the system of evaluation contained in the program. At the end of each tour of duty, the FTO shall complete a written daily observation evaluation in which the CSO's performance will be evaluated. The daily observation report will be discussed each day by the assigned FTO with the officer. The FTO program will contain specific performance criteria the new, transferred or assigned Officer will be expected to achieve, as well as the officer's interaction with the public. At the completion of the FTO evaluation period, the FTO will forward any and all such trainee's evaluation to the Road Patrol Lieutenant who will along with the Chief Deputy will report to the Undersheriff the officer's FTO progress. The Undersheriff and Chief Deputy will report to the Sheriff who will ultimately make the decision whether or not to retain the officer.

D. Policy and Procedures -

Every new, transferred or assigned Court Security Officer as part of their Field Training Program will be made aware that the SCSO Court Security Manual of Instructions governing their assignment in the Court Security Division is available in computerized electronic format on the SCSO "G" drive within the folder entitled "Court Security Manual of Instructions."

A hard copy of the Court Security Manual of Instructions will be located at the SCSO security post at the Seneca County Court House in Waterloo, New York and at the SCSO Administration Division at the Seneca County Law Enforcement Center.

Upon initial dissemination of the Court Security Manual of Instructions, each member assigned to the Court Security Division will be required to acknowledge being made aware of and how to locate the SCSO Court Security Manual of Instructions along with their complete understanding of the policies and procedures that govern their duties.

E. Field Training Officers -

Supervisory personnel are constantly alert to identify those officers who have interest and qualifications to be designated FTO's.

F. Supervision -

Responsibility for the FTO program in Court Security is delegated to the Court Security Sergeant, who will handle scheduling and insure that the program objectives are met. Administrative oversight of the Court Security FTO program is with the Road Patrol Lieutenant and Chief Deputy.