

Seneca County Sheriff's Office



Field Training Officer Guide

SCSO-LE-031

Please Print:

Field Training Officers: _____ (Phase 1)

_____ (Phase 2)

Recruit Officer: _____

All items on this checklist should be covered. This ensures that all recruit officers are provided with the basic and fundamental information/skills to perform the standard tasks pertinent to the duties of a Deputy Sheriff in the Seneca County Sheriff's Office.

*The FTO must initial each task after the recruit officer shows basic competence/understanding in the task.

*The recruit officer must initial each task to indicate that he/she has been provided with and understands the information regarding the particular task.

Understanding by a recruit officer of a particular task can be determined in many ways:

- 1) In a realistic setting
- 2) Through simulation
- 3) Through formal or informal testing

When completed, this checklist should be submitted to the Field Training Program Sergeant for review. It is encouraged that the FTO makes a copy for their own records.

The checklist is in alphabetic order for easy use and does not imply in any way that it should be covered in this order.

*MEMBERS ASSIGNED TO CIVIL DIVISION	FTO	Recruit
Correspondence with attorneys and creditors		
Grammar, spelling, and technical terms		
Proper application and completion of civil forms		
Proper use of internal forms, reports, and schedules		
ARREST PROCEDURE	FTO	Recruit
Accusatory Instruments		
Applying for an Arrest Warrant		
Arraignments		
Arrests Without a Warrant		
Filing of Paperwork including DA Packet		
Jail Intake including Jail Tour		
Processing Procedure if not committed		
Warrant Arrests		

CHAIN OF COMMAND	FTO	Recruit
Administrative/Supervisory Notifications		
Rank Structure		

COMMUNITY RELATIONS	FTO	Recruit
Impartiality		
Relations with Other Agencies		
Relations with Public		

COMPUTERS/COMPUTER SYSTEMS	FTO	Recruit
County E-Mail		
Department/County Computer Policy		
Department Desktop Computers (basic instructions)		
E-Justice- Criminal History/DMV		
Laptops (basic instructions) including printer		

COURT PROCEDURE	FTO	Recruit
Arraignments		
County Court		
Grand Jury		
Hearings (brief overview – Huntley, Preliminary, etc.)		
Local Criminal Courts		
Testimony Etiquette		

CRIME SCENES	FTO	Recruit
Scene Security		
Securing and Preserving of Evidence		

DEPARTMENT OVERVIEW	FTO	Recruit
Administration		
Civil Division		
Correctional Division		
Court Security Division		
Criminal Investigation Division/Juvenile Aid Bureau		
K-9 Division		
Marine Patrol Division		
Records Division		
Road Patrol Division		

DOMESTIC VIOLENCE	FTO	Recruit
Department Policy		
Domestic Incident Report (DIR)		
Mandatory Arrest Statutes		
Officer Safety Considerations		
Victim Resources		

DWI INVESTIGATIONS	FTO	Recruit
Alco-Sensor Instruction (if available)		
Basic Procedure		
Compulsory Blood Draws		
Mandatory Arraignment Policy		
Overview of Chemical Testing (including refusal)		
Alternate Sobriety Tests		

EVIDENCE HANDLING	FTO	Recruit
Department Policy		
Evidence Procedure		
Evidence Tracking Sheet		
Packaging of Evidence		

FOUND PROPERTY	FTO	Recruit
Destruction of Certain Property		
Explanation of Safekeeping		
Securing of Found Property		

GEOGRAPHY	FTO	Recruit
Business Check Locations		
Homeland Security Check Locations		
Important Locations (courts, other agencies, etc.)		

Property Check Locations		
Town/Village/Post Overview		

INVESTIGATIONS	FTO	Recruit
Assault/Harassment Investigations		
Burglary Investigations		
Burn Investigations		
Child Abuse Investigations (mandatory reporting)		
Death Investigations (Unattended, Suspicious, etc.)		
Drug Investigations		
Fire Investigations		
Interviewing/Interrogation (Miranda, custody, etc.)		
Juvenile Investigations including arrest procedure		
Larceny Investigations		
Missing Person Investigations		
Robbery Investigations		
Sex Offense Investigations		
Stolen Vehicle Investigations		

MENTAL HEALTH	FTO	Recruit
Mental Health Arrest (MHL 9.41)		
Mental Health Community Residences		
Mental Health Resources		
Officer Safety Considerations		
Transport Orders		

OFFICER SAFETY	FTO	Recruit
Active Shooter		
Alarms (EID, Bank, etc.)		
Building Searches		
Barricaded Suspects		
Department Pursuit Policy		
Handling of Suspects		
Hazardous Material Response		
High Risk/Felony Traffic Stops		
Infectious Disease Precautions		
Response to Crimes in Progress		
“Routine” Traffic Stops		
Suspicious Package Handling (Possible Explosive)		

PATROL VEHICLE	FTO	Recruit
Instructions on emergency lighting and siren		
Operation (normal and emergency mode)		
Pre-Shift Inspection		
RADAR		
“Take Home Car” policy if applicable		
Vehicle Equipment		

POLICE PROCEDURES	FTO	Recruit
Basic Case Law Decisions		
Civil Complaints		
Civil Service (Family Court paperwork, civils, etc)		
Landlord/Tenant Problems		
Lawful Detention		
Patrol Techniques		
Pistol Permit Suspensions/Revocations		
Search and Seizure		
Search Warrants		
“Stop and Frisk” Situations		
Taking of Statements/Supporting Depositions		

PRE-SHIFT PROCEDURES	FTO	Recruit
Check E-Mail		
Check Mailbox		
Check for any Outgoing Mail		
Check Prior Shift Activity or any Pertinent Information		
Check in with Sergeant (or Officer in Charge)		
Check Voicemail		
Equipment for Shift (AED, cell phone, etc.)		

RADIO COMMUNICATIONS	FTO	Recruit
Basic Instructions of the Mobile Radio		
“Closest Car” Policy/Spillman Mapping		
Common Errors (Talking fast, mumbling, etc.)		
Overview of the 911 Center including a visit		
Portable Radio		
Ten Codes/Radio Etiquette		

RULES AND REGULATIONS	FTO	Recruit
Abuse of Power		
Ethics		
Overview of the Department Policies		
Personnel Complaint Procedure		
Reporting for Duty (personal appearance, uniform, etc.)		
Department Schedules		
Read Use of Force Policy with FTO		
Read Pursuit Policy with FTO		

SPECTRUM JUSTICE SYSTEM (SJS)	FTO	Recruit
Spillman Approval Procedure		
Spillman Incident Report		
Spillman Search Features		

TRAFFIC AND CRIMINAL SOFTWARE (Tracs)	FTO	Recruit
MV-104A (Police Accident Report)		
Search Feature		
Start Shift/End Shift		
Uniform Traffic Ticket		

VEHICLE AND TRAFFIC	FTO	Recruit
Accident Investigations		
Accident Report (MV-104A)		
Basic Vehicle and Traffic Law Statutes		
Traffic Enforcement Discretion		
Uniform Traffic Ticket (UTT)		
Vehicle and Traffic Court Prosecutions		

USE OF FORCE	FTO	Recruit
Department Use of Force Policy		
Explanation of Defensive Weapons		
Explanation of Use of Force Report		

*Most of these forms will be discussed in the other categories.

LIST OF DEPARTMENT FORMS	FTO	Recruit
Accident Report (MV-104A)		
Affidavit of Service (Civil)		
Animal Report (Firearm Discharge)		
Appearance Ticket (adult and juvenile)		
Child Abuse Reporting Form		
Confiscated Plates Receipt		
Consent to Search Form		
DMV Driver Review Referral		
DMV Refusal Form		
DMV Lost/Stolen Plate/Driver's License Form		
Dog Bite Card		
Domestic Incident Report		
Fire Investigation Report		
Impounded Vehicle Release Form		
Impound Inventory and Impound Sheet		
Jail Intake Form		
Juvenile Contact Card		
Medical Release Form		
Miranda Warning (adult and juvenile)		
Oral Examination (DWI Arrest)		
Overtime Sheet		
Press Release including procedure		
Property Receipt		
Property Release Notice		
Receipt Form		
Report of Service (civil)		
Refusal Warning Notice		
Spillman Arrest Report		
Spillman Incident Report		
Statement Form		
Supporting Deposition Form		
Time Off Request Form		
Uniform Traffic Ticket (UTT)		
Use of Force Report		
Victim's Affidavit		
VIN Verification Form		
Warrant Control Sheet		

To the Recruit Officer:

By signing this document, the Recruit Officer acknowledges that they have been presented with information pertaining to the listed tasks. The Field Training Program Sergeant and the Field Training Program Administrator understand that you may not retain everything covered during the Field Training Program, but it is your responsibility that you continue to learn as the Field Training Program only gives you a foundation for the start of your career.

To the Field Training Officers:

By signing this document, the FTO acknowledges that they have presented the recruit officer with the basic information with regard to the listed tasks. The recruit officer showed basic competence in each of the tasks at the time. The Field Training Program Sergeant and the Field Training Program Administrator understand that the recruit officer may not retain everything covered during the Field Training Program.

Please sign:

Recruit Officer: _____ Date: _____

Field Training Officers: _____ (Phase 1) Date: _____

_____ (Phase 2) Date: _____

Field Training Sergeant: _____ Date: _____

Field Training Administrator: _____ Date: _____