

FIELD TRAINING OFFICER PROGRAM

STANDARD NO(S):

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NYSSA CD# 15

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REFER TO:

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I. OBJECTIVE:

To establish departmental policy governing the Field Training Officer Program (FTO) for SCSO Road Patrol Deputies and members assigned to the Civil Division.

II. POLICY:

It is the policy of the Seneca County Office of the Sheriff to train new deputies in department procedures and their implementation.

III. DETAILS:

A. GENERAL -

1. To provide field training for recruits while under constant observation for the purpose of determining if the recruit is capable of functioning in their assigned capacity.
2. To establish the organizational structure of the program, the duties and responsibilities of personnel in the program, and eligibility standards and procedures for nominating, selecting, and training members to be field training officers (FTO).
3. To establish a system of assigning recruits with a primary and secondary training officer.
4. To establish procedures for the preparation of training performance progress reports of probationary members assigned to training.

B. ORGANIZATIONAL STRUCTURE -

1. Each division is responsible for the line supervision of recruits assigned to training.

2. Each division shall be responsible for control and guidance of the training of recruits until they complete their training program.
3. The FTO Supervisor shall be assigned by the Road Patrol Lieutenant, and is directly responsible to him/her. He/She shall maintain a liaison with the trainer as Supervisor of the program.

C. DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING SUPERVISOR –

1. PROGRAM ADMINISTRATION:

- a. The FTO Program Supervisor shall be responsible for the administration and operation of the FTO program.
- b. The FTO Program Supervisor will assume the program supervision of all training officers and probationary officers during FTO training period.
- c. The FTO Program Supervisor will be responsible for the preparation, distribution and updating of the field training guide - SCSO-LE-031.
- d. The FTO Program Supervisor will be responsible to evaluate the training officers' performance as trainers, and report performance to the Road Patrol Lieutenant.
- e. The FTO Program Supervisor may recommend to the Road Patrol Lieutenant that the training assignment of a recruit be continued if the need for further training is apparent and a reasonable expectation exists that improved performance will result.

2. PROGRAM COORDINATION:

- a. The FTO Program Supervisor is directly responsible for the activities and program supervision of the FTO and will:
 - 1.) Maintain a roster of all training officers and monitor the placement of recruits with training officers.
 - 2.) Conduct evaluation and conferences of the FTO's.
 - 3.) Periodically consult with the FTO's to maintain standards, solicit suggestions and discuss new approaches to problems.
- b. The FTO Program Supervisor will consult with the Road Patrol Lieutenant for planning the activities of the FTO and probationary officers during the duration of the program to include:
 - 1.) Designation of recruit's assignments.

- 2.) Changes in such assignments.
- 3.) Variation in the length of the assignments.
- c. The FTO Program Supervisor will assume the monitoring of all recruits for the duration of their training and shall:
 - 1.) Review each recruits progress during training while having monthly meetings with the Road Patrol Lieutenant to brief him/her on all aspects of the probationers' performance. The Road Patrol Lieutenant will also be advised of all FTO meetings.
 - 2.) Monitor and evaluate the overall development of probationary officers during their training period, to ascertain any deficiencies, and shall attempt to resolve noted deficiencies through additional training.
 - 3.) Be responsible for preparing recommendations to the Road Patrol Lieutenant for continuance or termination of recruits while in the training programs.
 - 4.) Summarize each recruits development in a memo submitted to the Road Patrol Lieutenant at the conclusion of the recruits training.

D. FIELD TRAINING OFFICER –

1. **DUTIES AND RESPONSIBILITIES OF FIELD TRAINING OFFICERS:**

- a. They shall be responsible for the training and the evaluation of the recruit assigned to them.
- b. They shall attend evaluation meetings scheduled by the FTO Program Supervisor during each two week training period to discuss progress of their recruits. Remedial training to correct a recruit's deficiency will be discussed at this time.
- c. A recruit will work the same schedule as the assigned FTO. If the FTO is on a planned time off, the recruit will be reassigned to another certified FTO or a senior officer. If the FTO is on an unplanned time off, the recruit will be reassigned to ride with a patrol unit in **observation mode ONLY**.
- d. Prepare written Daily Observation Reports (SCSO-LE-030). To be turned in to the FTO Supervisor, at the end of each forty (40) hour work week. DOR's will also be accessible for other FTO's for review.
- e. Maintain FTO training guide (SCSO-LE-031), which will be shared between primary and secondary FTO's.

2. QUALIFICATIONS OF THE FIELD TRAINING OFFICERS (FTO):

- a. Will be a member/employee with permanent status who:
 - 1.) Exhibits a desire to participate in the program.
 - 2.) Possesses the verbal and teaching skills required of a field training officer to include the ability to evaluate others objectively.
 - 3.) Is skilled in interpersonal relationships.
 - 4.) Possesses the technical knowledge necessary for the successful education of the recruit's task, being particularly adept at preliminary investigation and report writing, patrol tactics, knowledgeable of the law and aware of policing responsibilities.

3. NOMINATION OF FIELD TRAINING OFFICERS:

- a. A member who meets the qualification set forth above may be nominated to be a field training officer by his/her Supervisor.
- b. Any member who possesses the qualification may also request to be nominated in a memo to his/her Supervisor.
- c. The FTO Program Supervisor may nominate any member to be a field training officer.
- d. Each Supervisor shall deliver a list of nominated prospective trainers with his/her endorsement to the Road Patrol Lieutenant.

4. SELECTION OF FIELD TRAINING OFFICERS:

- a. A panel comprised of the Undersheriff, Chief Deputy, Road Patrol Lieutenant and FTO Program Supervisor shall be convened to select members for acceptance into the field training program.
- b. The selection panel shall consider each nominee and his/her qualifications, past performance and personal recommendations by the nominee's Supervisor.
- c. A majority vote of the selection panel shall be required before any nominee is recommended.
- d. The names of nominees who have been selected shall be submitted to the Sheriff for final approval.

- e. Any member designated as a field training officer who does not perform adequately shall be subject to removal from the program at the discretion of the Sheriff or his designee.

5. FIELD TRAINING OFFICER CERTIFICATION:

- a. Members who are selected and approved by the Sheriff will attend an FTO training course for certification as FTO's sponsored by the Municipal Police Training Council or other approved acceptable FTO training program.
- b. The names of members satisfactorily completing the FTO training course shall be placed on a roster of certified FTO's. Officers who are certified as FTO's shall maintain their status only as long as they perform their responsibilities in a satisfactory manner.
- c. FTO's will attend periodic in-service training.

E. TRAINING GUIDE –

- 1. The FTO Program Supervisor will develop, update and disseminate a training guide to each field officer and recruit – (SCSO-LE-031).
 - a. The training guide will provide for use in the training and evaluation of recruits placed in training assignments.
 - b. The training guide shall be utilized by the recruits to record their progress.
 - c. The training guide will be utilized by the training officers and FTO Program Supervisor for review of the recruit's performance during evaluation meetings.
 - d. The training guide will consist of, but not limited to, evaluation guidelines, training check list and Daily Observation Reports (SCSO-LE-030).
- 2. At the conclusion of the training assignment the recruits shall deliver the guide, (SCSO-LE-031) to the FTO Program Supervisor for review, evaluation and retention in department files.

F. ASSIGNMENT OF RECRUITS –

- 1. The assignment of particular recruits with particular field training officers shall be made by the Road Patrol Lieutenant.
- 2. Field Training Assignments

- a. Each recruit shall be placed in a field training assignment under the supervision of an FTO for a nine-week period. Minimum length of training will be eight-weeks with a one week evaluation period for a total of nine weeks.
- b. Weeks 1 thru 4 with primary FTO: Recruit may drive patrol vehicle, utilize the radio/radio traffic, moderate handling of complaints, all of which will be determined by the primary FTO. Recruit will assist with all required paperwork, in which the primary FTO will review. Recruit will not sign any paperwork during this first phase. There may be circumstances in which the recruit will be required to sign paperwork including, but not limited to supporting depositions and statements.
- c. Week 5 – 8 with secondary FTO: Recruit will sign all appropriate paperwork; recruit should be progressing to handle high profile/serious cases and should be handling all radio traffic. All of which will be with the guidance of the FTO and to which the recruit abilities will allow.
- d. Week 9 back with Primary FTO for final evaluation: Recruit should be performing all activities with little to no guidance from the FTO.
- e. Upon completion of the final phase of FTO, the primary FTO, secondary FTO, FTO Supervisor and the Road Patrol Lieutenant must unanimously authorize the recruit for solo patrol.
 - 1.) If it is deemed that the recruit is in need of further remedial training, both the primary and the secondary FTO's will meet with the FTO Supervisor. Extended FTO will be extended into two week increments. In certain instances an independent FTO can be utilized to determine the recruits' status.
 - 2.) Maximum length of training will be sixteen (16) weeks (evaluation period included) if deemed not ready and with proper documentation the recruits file will be reviewed by the Road Patrol Lieutenant, Chief Deputy, Undersheriff, and FTO Supervisor for dismissal. Final determination to be made by the Sheriff.
3. The Road Patrol Lieutenant and Chief Deputy will decide on the length of the FTO program for lateral officer transfers. The decision will be based on, but not limited to, the type, size and location of agency the lateral is coming from, the length of time in service, prior training received and proficiency shown by lateral officer

G. EVALUATION PROCEDURES –

1. During the last week of each training period, a training performance evaluation meeting will be scheduled to discuss the progress of each recruit.

2. The meeting will be attended by the FTO Supervisor and designated field training officers who are, have been, or will be assigned to the progress of each recruit.
3. Using the training guide criteria, the progress of each recruit will be discussed and plans will be designed and implemented to correct deficiencies through additional training.

H. RESPONSIBILITIES OF THE ROAD PATROL LIEUTENANT –

1. The Road Patrol Lieutenant is charged with the responsibility of reviewing the progress of the particular recruit and to provide recommendations for:
 - a. Acceptance
 - b. Remedial training
 - c. Termination
2. At the conclusion of the probationary period, the Road Patrol Lieutenant along with the FTO Supervisor will determine whether or not the recruit has successfully completed said period. If the recruit was successful, the Road Patrol Lieutenant shall notify the Sheriff through the chain of command. If the recruit was not successful and the Road Patrol Lieutenant recommends termination, he/she shall direct written correspondence to the Sheriff, through the chain of command. Correspondence shall consist of all documented justification for the recommendations. The Sheriff then has the final decision whether to terminate the recruit or take some other form of action.

I. FTO PROGRAM – CIVIL DIVISION

1. All full and part time members assigned to the SCSO Civil Division must undergo a field training program lasting a minimum of four weeks within one year of such assignment. Such FTO program will include, but no limited to the following requirements:
 - a. Daily written evaluations, including
 - i. Proper application & completion of civil forms
 - ii. Correspondence with attorneys and creditors
 - iii. Proper use of internal forms, reports and schedules
 - iv. Grammar, spelling, technical terms
 - b. Specific performance criteria, including
 - i. Officer safety
 - ii. Driving skills, routine skills
 - iii. Knowledge of local codes and civil law

- iv. Stress & non-stress situations
- v. How to levy, evict and conduct sales
- vi. Radio protocol
- vii. Acceptance of criticism
- viii. Proper service methods & record keeping

c. Observed interaction with,

- i. FTO
- ii. Ethnic groups
- iii. Supervisors & co-workers
- iv. The public generally

2. During Field Training the Civil Officer will:

- a. Rotate the newly assigned full time member within different operations of the Civil Division. Each newly assigned full time member of the Civil Division will complete a minimum four-week training period, which is comprised of, but not limited to, the following time periods:

Administrative Operations

- Receptionist/Cashier.....3 days
- Processing.....7 days
- Income Executions.....3 days
- Property Executions.....2 days
- Accounting/Bookkeeper..... 2 days
- Field Operations..... 3 days

Total minimum training days-----20 days

Field Operations

- Receptionist/Cashier.....1 day
- Processing.....1 day
- Income Executions.....2 days
- Property Executions.....2 days
- Accounting/Bookkeeper.....1 day

- Field Operations.....13 days

Total minimum training days-----20 days