
Field Training Program (FTP)

410.1 PURPOSE AND SCOPE

- (a) The Field Training Program (FTP) is intended to provide a standardized program to familiarize a new officer with the policies, procedures, and operations of the Oakley Police Department. Within the Oakley Police Department, the FTP will be used to facilitate the orientation and training of basic academy graduates, lateral police officers, and Level 1 Reserve Officers. The purpose of the FTP is:
 - 1. To produce a competent peace officer capable of working a uniformed, solo patrol assignment in a safe, skillful, productive, and professional manner.
 - 2. To provide standardized training to all newly assigned patrol officers in the practical application of learned information.
 - 3. To provide clear standards for rating and evaluation, which give all trainees every reasonable opportunity to succeed.

410.2 POLICY

- (a) It is the policy of the Oakley Police Department to assign all new police officers to a structured Field Training Program (FTP) that is designed to prepare the new officer to perform in a patrol assignment while possessing all the skills needed to operate in a safe, productive and professional manner.
- (b) The FTP will meet the guidelines of the California Commission on Peace Officers Standards and Training (POST) and will be approved by POST.
- (c) The FTP will be conducted in a fair and defensible manner that is flexible enough to meet the various learning needs of program participants, within a defined timeframe.
- (d) The FTP is managed by the Administrative Services Sergeant, who serves as the FTP Supervisor/Administrator/Coordinator (SAC).
- (e) Trainees assigned to uniformed patrol will be under the direct and immediate supervision (physical presence) of an FTO or a Field Supervisor at all times. The FTO and Trainee Team comprise one officer for staffing purposes and deployments (11 CCR 1004).

410.3 REFERENCES

- (a) 11 CCR 1004, Field Training Program
- (b) Volume 1, OPD Field Training Program Manual
- (c) Volume 2, OPD Field Training Program Manual

410.4 FTP SUPERVISOR/ADMINISTRATOR/COORDINATOR (FTP SAC)

- (a) The Field Training Program Supervisor will be selected from the rank of sergeant or above by the Chief of Police.

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- (b) The FTP SAC must (11 CCR 1004):
 - 1. Possess or be eligible for a POST Supervisory Certificate.
 - 2. Complete the POST FTP SAC Course within 12 months of assignment.
- (c) The FTP SAC is responsible for (11 CCR 1004):
 - 1. Management of the Field Training Program (FTP).
 - 2. Management of FTO Selection and Training (both initial and update).
 - 3. Coordination and conduct of the Orientation Phase of the FTP.
 - 4. Reviewing and Updating the FTO Program Manual. A copy of the manual will be provided to each trainee.
 - 5. Assignment of trainees to FTOs.
 - 6. Review and retention of FTO Daily Observation Reports (DORs) - ensuring that evaluations are issued in a timely manner.
 - 7. Monitoring the progress of trainees through the FTP to ensure they are on track.
 - 8. Monitoring FTO performance.
 - 9. Monitoring the effectiveness of the FTP.
 - 10. Review and monitoring of Remedial Training Plans.
 - 11. Meeting with trainees at least once during each phase of training.
 - 12. Meeting with trainees who have received an "NRT" in any category of their DOR to aid the FTO in diagnosing and remediating issues.
 - 13. Recommending trainees be released from the FTP (completion or removal).
 - 14. Completing the FTP Release Form for trainees who complete the program.
 - 15. Collecting and reviewing FTO/FTP Critique Form(s) and forwarding them through the Chain of Command to the Chief of Police.
 - 16. Retention of the FTP documents of all trainees (30 years post-employment).
 - 17. Schedule and conduct FTO meetings (at least annually).
 - 18. Maintaining liaison with FTO coordinators of other agencies.
 - 19. Maintaining liaison with academy staff on recruit performance during the academy.
 - 20. Developing ongoing training for FTOs.

410.5 FIELD TRAINING OFFICER (FTO) - SELECTION AND TRAINING

- (a) The Field Training Officer (FTO) is an experienced law enforcement 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 Field Training Officer (FTO) plays a critical role in the development of effective and proficient law enforcement officers for this department. The FTO serves as a role model, leader,

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and primary trainer at the police department. Assignment as an FTO is an additional duty assignment for selected officers.

410.5.1 FTO SELECTION PROCESS

- (a) Field Training Officers will be appointed by the Chief of Police following a formal selection process.
- (b) The FTO selection process will consist of:
 - 1. A request for letters of interest that is distributed to all officers.
 - 2. Candidate letters of interest must be accompanied with a Supervisor's Letter of Endorsement.
 - 3. An interview process.
 - 4. A review of the officer's personnel file.
 - 5. A review of the officer's attendance record.
 - 6. A review of police reports authored by the candidate.
- (c) All officers selected as an FTO must (11 CCR 1004):
 - 1. Demonstrate the ability to be a positive role model.
 - 2. Possess a Basic POST Certificate.
 - 3. Have a minimum of one year of general law enforcement uniformed patrol experience.
 - 4. Complete a POST-certified FTO Course prior to training any new officer.
 - 5. Continue to meet required Continuing Professional Training (CPT) requirements established by POST and this department.
 - 6. FTOs are expected to complete a minimum of three (3) years in the assignment. FTO Assignments will be reviewed every three years to ensure there are a variety of individuals who have the opportunity to work as an FTO.

410.5.2 FTO TRAINING

- (a) An officer selected as a Field Training Officer (FTO) shall successfully complete a POST certified (40-hour) Field Training Officer Course prior to being assigned as an FTO.
- (b) All FTOs must complete a (24-hour) FTO Update Course every three years while assigned to the position of FTO (11 CCR 1004).
- (c) All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.
- (d) An FTO who has had an extended absences from the FTO Program (over three years) will be required to attend an FTO Update Course before being assigned a trainee.

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410.5.3 FTO REMOVAL/RESIGNATION

- (a) Any member of the FTP may be removed from the program by the Chief of Police. Reasons for removal include:
 - 1. Engages in unlawful or unprofessional behavior.
 - 2. Fails to adhere to the rules and regulations of this policy.
 - 3. Demonstrates a pattern of unsafe or unacceptable police practices.
 - 4. Is a principal in any departmental investigation which results in a sustained finding.
 - 5. Has substandard ratings on performance evaluations.
 - 6. Voluntarily withdraws from the FTO program.
- (b) Any FTO or Supervisor wishing to withdraw from the program voluntarily should submit a memorandum, via the chain of command, directed to the Chief of Police. Those FTOs withdrawing voluntarily or involuntarily from the program may be re-admitted when new openings occur by going through the selection process again.
 - 1. The FTO SAC will make a recommendation as to whether to reinstate the FTO. The final determination will rest with the Chief of Police.

410.6 FTO RESPONSIBILITIES

- (a) The assigned FTO is responsible for:
 - 1. Supervision and safety of the trainee.
 - 2. Being a teacher/trainer for the trainee.
 - 3. Providing a good role model to the trainee.
 - 4. Evaluating the trainee in an honest, fair, and defensible manner on a daily basis.
 - 5. Developing remedial training plans when needed.
 - 6. Being an effective leader in the organization.
 - 7. Signing the attestation form when the trainee has completed the FTP.

410.7 SHIFT SUPERVISOR RESPONSIBILITIES

- (a) Field Supervisors play an important role in the FTP. Their responsibilities include:
 - 1. Monitoring the performance of all trainees assigned to their shift.
 - 2. Meeting with the trainee on a weekly basis to assess their progress in the FTP.
 - 3. In the absence of an FTO, ensuring trainees are assigned to work in the field with officers who have attended the POST Field Training Officer Course. If no qualified officer is available, the Shift Supervisor may have the trainee ride with them during the shift. If no accommodation can be made to get the trainee into the field, the Supervisor should consider:
 - (a) Having the trainee perform a "sit-a-long" with dispatch.

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- (b) Having the trainee work in the records unit.
 - (c) Having the trainee work with members of the investigations unit.
 - (d) Having the trainee work in the evidence room to help process and re-package evidence.
 - (e) Having the trainee work in the station reviewing checklists and policy manual sections.
- 4. Whenever a certified FTO is unavailable, a DOR will not be completed on the trainee.
 - 5. Documenting the performance of the FTOs assigned to their shift.

410.8 TRAINEE DEFINED

- (a) Any entry level, lateral police officer, or Level 1 Reserve Officer newly appointed to the Oakley Police Department who has successfully completed a POST-approved Basic Academy (or equivalent).

410.9 REQUIRED TRAINING (TIME)

- (a) POST requires all entry-level officers to complete at least ten (10) weeks of FTP (11 CCR 1004).
- (b) The decision to shorten or modify the FTP for any officer requires the approval of the Chief of Police.
- (c) To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts, and beats during their Field Training Program.

410.9.1 ENTRY-LEVEL OFFICERS

Orientation Phase	Phase 1	Phase 2	Phase 3	Shadow Phase	Total Time
1 Week	4 Weeks	4 Weeks	3 Weeks	1 Week	13 Weeks
4 Shifts	Up to 16 Shifts	Up to 16 Shifts	Up to 12 Shifts	Up to 4 Shifts	Up to 52 Shifts

410.9.2 LATERAL OFFICERS (PREVIOUSLY COMPLETED FTO)

Orientation Phase	Phase 1	Phase 2	Phase 3	Shadow Phase	Total Time
1 Week	2 Weeks	2 Weeks	1 Week	1 Week	7 Weeks
4 Shifts	Up to 8 Shifts	Up to 8 Shifts	Up to 4 Shifts	Up to 4 Shifts	Up to 28 Shifts

410.9.3 LEVEL 1 RESERVE OFFICERS

Orientation Phase	Phase 1	Phase 2	Phase 3	Shadow Phase	Total Time
1 Week	160 Hours	160 Hours	160 Hours	80 Hours	600 Hours
4 Shifts	Up to 16 Shifts	Up to 16 Shifts	Up to 16 Shifts	Up to 8 Shifts	Up to 60 Shifts

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410.10 PHASE TRAINING

- (a) Phase training is a process designed to achieve the following:
1. A systematic, step-by-step approach to field training.
 2. A means of ensuring recruit capability in performing basic tasks/skills necessary for competent operation in a single officer unit.
 3. The prevention of unnecessary duplication of training as recruits transfer from one FTO to another.
 4. Consistency in the method by which certain patrol skills are taught to new officers.
 5. An early detection of weaknesses in an officer's performance and specific documentation of training given to overcome those weaknesses.
- (b) Trainees will only be advanced into the next phase when they have demonstrated competency in all the skills required at their current phase. A trainee who cannot demonstrate the skills required in Phase 1 will not be advanced to Phase 2. A trainee who cannot perform as a solo officer will not be advanced to the "Shadow Phase".
- (c) **Orientation** - An initial orientation period will be conducted by the FTP SAC and is intended to:
1. Familiarize the new officer by providing an overview of the department and the city.
 2. Discuss what will be accomplished during the Field Training Program.
 3. Complete unresolved commitments and paperwork related to the new officer's employment
 4. During Orientation, the new officer will review the following procedures:
 - (a) Organizational Chart/Chain of Command.
 - (b) Department Policy Manual.
 - (c) City of Oakley Personnel Regulations.
 - (d) Uniform cleaning and replacement procedures.
 - (e) Work schedules, pay periods, overtime, extra duty assignments, appropriate paperwork. The new officer is also given his training schedule during this time.
 - (f) Meet the police department command staff and receive a briefing on the functions and organization of each division/unit.
 - (g) Meet the city personnel clerk and complete appropriate personnel requirements regarding insurance, retirement accounts, parking permits, etc.
 - (h) Tour the police department and City Hall and meet the other employees.
 - (i) Receive a training package and an explanation of the Field Training Program and various training records/forms.

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- (j) Receive uniforms and equipment and be assigned a department locker.
 - (k) Qualify with duty and off-duty weapons.
 - (l) View current video training tapes of important subjects relating to law enforcement.
 - (m) Attend briefing as an observer with their training officer and be introduced to fellow employees.
- (d) **Phase One** - This is the new officer's first week in the field and a formal relationship between the FTO and the new officer is established.
1. The basic skill taught is Officer Safety including personal safety and cover officer responsibilities.
 2. There will be an emphasis on simulation training and learning through observation.
 3. The new officer should not be a passive observer.
 4. Even mundane tasks will be explained as to how and why they are performed.
 5. Discipline is enforced during this phase.
 6. It is important for the FTO to recognize that although training is to be accomplished, other officers and citizens should never suffer or be placed in jeopardy due to the new officer's lack of knowledge.
 7. The FTO will continually offer opportunities for questions from the new officer.
- (e) **Phase Two** - The formal relationship between the FTO and the new officer remains in effect.
1. Phase one will be reviewed and the FTO should have a clear understanding of what the new officer's performance capabilities are at this stage of training.
 2. During this period there will be a heavy emphasis on the new officer's participation in tasks including:
 - (a) Information Gathering.
 - (b) Radio Use and Demeanor (the new officer should be handling all routine radio traffic by the end of phase two).
 - (c) Report Writing (The FTO will insist on clear, concise and complete reports).
 - (d) Vehicle Inspection (The new officer should be responsible for inspecting the unit and preparing it prior to field duty).
 - (e) Driving (The new officer should be driving at least 50% of the time during phase two).
 - (f) Discipline remains enforced and the FTO should be critical of all aspects of the new officer's performance.
 - (g) The FTO will demand proper performance.

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- (h) Poor habits once developed are hard to break.
- (i) Questions from the new officer will continue to be encouraged.
- (f) **Phase Three** - The formal relationship between the FTO and the new officer remains in effect.
 - 1. Phase two will be reviewed and the FTO will:
 - (a) Retest the officer's basic skills.
 - (b) Check officer safety issues (simulation of lethal force incidents with no live weapons, review of "shoot-don't shoot" incidents, and discussion of mental preparation and visualization toward survivability).
 - (c) During this period the emphasis will be on "partnership learning" and the workload will begin to be shared more evenly.
 - (d) The new officer should be displaying self-directed/self-initiated activity.
 - (e) The new officer should be driving about 75% of the time.
 - (f) The new officer will be responsible for proper preparation and completion of reports.
 - (g) Questions from the new officer will continue to be encouraged.
- (g) **Shadow Phase** - During this phase, the trainee will be evaluated to determine if they are performing at the level of a solo competent officer. Trainees in the Shadow Phase will be Supervised by the same FTO that was assigned in the First Phase of the program.
 - 1. For an appropriate period of time during this phase, the FTO will assume the role of observer to better evaluate the trainee's performance.
 - 2. Prior to being released from training, the new officer will be tested by the FTP SAC. This test will be cumulative and will measure all aspects of all the training phases.

410.11 REQUIRED TRAINING (CHECKLISTS BY PHASE)

- (a) The trainee must complete Volume 2 of the FTP prior to being released from training.
- (b) In order to ensure that all sections of Volume 2 are completed, FTO's are responsible for covering the following materials during the following phases of training:
 - 1. **Phase 1**
 - (a) Orientation/Department Policies
 - (b) Officer Safety
 - (c) Ethics
 - (d) Use of Force
 - (e) Patrol Vehicle Operations

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- (f) Community Relations/Professional Demeanor
- (g) Radio Communications
- 2. **Phase 2**
 - (a) Leadership
 - (b) California Codes and Laws
 - (c) Search and Seizure
 - (d) Report Writing
 - (e) Control of Persons/Prisoners
 - (f) Patrol Procedures (Part 1)
- 3. **Phase 3**
 - (a) Patrol Procedures (Part 2)
 - (b) Investigations/Evidence
 - (c) Tactical Communications/Conflict Resolution
 - (d) Traffic
- 4. **Shadow Phase**
 - (a) Self-Initiated Activity

410.12 FIELD TRAINING MANUAL

- (a) Each new officer will be issued a Field Training Manual at the beginning of his/her Orientation Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Oakley 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.
- (b) The FTP Manual will include a copy of the Standardized Evaluation Guidelines (SEGs) that will be used to evaluate their performance during the FTP. The FTP SAC will review the SEGs with the trainees during the Orientation Phase.
- (c) The Field Training Manual will specifically cover those policies, procedures, rules and regulations adopted by the Oakley Police Department.

410.13 FTP CHAIN OF COMMAND

- (a) Employees enrolled in the FTP will have a Chain of Command for their training process
- (b) The FTP Chain of Command is as follows:
 - 1. **Field Training Officer** - Day-to-Day Supervisor
 - 2. **On-Duty Supervisor** (Emergency) - Shift Supervisor of the FTO
 - 3. **FTP SAC** - Supervisor of the FTO and the FTP

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4. **Agency Administrator (LT/CPT)** - Supervisor of the FTP SAC
5. **Chief of Police** - Agency Head

410.14 EVALUATIONS

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

410.14.1 FIELD TRAINING OFFICER (FTO)

- (a) The FTO is responsible for the following:
 1. Complete a Daily Observation Report (DOR) detailing the performance of their assigned trainee at the conclusion of each shift. The DOR should be prepared using the scoring descriptions defined in the FTP SEG.
 2. Review the DOR with the trainee on a daily basis, providing constructive feedback to the trainee to improve their performance.
 3. Have the trainee sign the DOR, acknowledging they have had the DOR reviewed with them. **Trainees will not be forced to sign a DOR.** If a trainee refuses to sign the DOR, the FTO should contact the FTP SAC for guidance.
 4. Submit the signed DOR to the FTP SAC for review on a daily basis.
 5. At the conclusion of a Phase of Training, the FTO will complete an end of Phase Report, intended to provide guidance to the next FTO on the strengths and weaknesses of the trainee.
 6. Sign off all completed topics contained in FTP Volume 2 (Checklists).

410.14.2 FTP SUPERVISOR/ADMINISTRATOR/COORDINATOR (FTP SAC)

- (a) The FTP SAC will review DORs submitted by the FTOs. The FTP SAC will ensure that scoring is done according to the guidelines of the FTP SEG. DORs that contain errors will be returned to the FTO for correction. DORs that are accurate and complete will be approved and returned to the FTO for placement into the trainees record.
- (b) The FTP SAC will review each FTO Critique that is completed by a trainee. This will remain confidential information between the FTP SAC and the trainee. The information will be used to improve the overall performance of the FTO as a trainer and supervisor.
- (c) Annually, the FTP SAC will provide input into the evaluations of each FTO.

410.14.3 TRAINEE (FTO/FTP CRITIQUE)

- (a) 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 (FTP).
- (b) FTO and FTP Critiques will be forwarded through the Chain of Command to the Chief of Police.

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- (c) Reviewed critiques will be retained in the FTP File of the Administrative Drive.

410.14.4 DAILY OBSERVATION REPORT (DOR) RETENTION

- (a) Completed, signed, and reviewed Daily Observation Reports (DORs) will be retained in the trainees FTP Manual.
- (b) At the conclusion of the Field Training Program (FTP) the Manual will be returned to the FTP SAC for storage.

410.15 DOCUMENTATION

- (a) All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:
 1. Daily Observation Reports (DORs)
 2. End of Phase Reports
 3. A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training.
- (b) Records may be stored electronically in accordance with City Policy.

410.16 PROBATIONARY PERIOD

- (a) All appointments to the police department are subject to a one (1) year probationary period beginning on the date of appointment. Probationary periods may be extended up to six months (for a total of 18 months) by the City Manager upon the written request of the Chief of Police.

410.17 REVIEW DATE

- (a) 29 APR 16
- (b) 18 JUL 18
- (c) 24 DEC 19 (Lexipol Update)