

## **436 FIELD TRAINING OFFICER PROGRAM**

### **436.1 PURPOSE AND SCOPE**

The Field Training Officer (FTO) Program is intended to provide a standardized program to facilitate the officer's transition from another agency or an academic setting to the actual performance of general law enforcement duties of the Columbia Police Department.

It is the policy of this department to assign all new police officers to a structured FTO Program that is designed to prepare the new officer to perform in a patrol assignment and to acquire all of the skills needed to operate in a safe, productive and professional manner.

### **436.2 FIELD TRAINING OFFICER**

The 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.

#### **436.2.1 SELECTION PROCESS**

FTOs will be selected based on the following requirements:

1. Desire to be an FTO
2. Minimum years of patrol experience, determined by the FTO program supervisor
3. Demonstrated ability as a positive role model
4. Participate and pass an internal oral interview selection process, determined by the FTO program supervisor
5. Evaluation by supervisors and current FTOs

#### **436.2.2 TRAINING**

An officer selected as an FTO shall successfully complete an FTO course approved by the Department .

All FTOs must complete an FTO update course approved by the Department as determined by the FTO program supervisor while assigned to the position of FTO.

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

The responsibilities of the FTO Program supervisor include:

1. Assign trainees to FTOs.
2. Conduct FTO meetings.
3. Maintain, review and ensure FTO/trainee performance evaluations are completed.
4. Maintain, update and issue the Field Training Manual to each trainee.

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5. Monitor individual FTO performance.
6. Monitor the overall FTO Program.
7. Maintain liaison with FTO coordinators of other agencies.
8. Maintain liaison with academy staff on recruit performance during the academy.
9. Develop ongoing training for FTOs.

The FTO Program supervisor will be required to successfully complete a Department-approved Field Training Administrator's Course.

#### **436.5 REQUIRED TRAINING**

Entry level officers shall be required to successfully complete the FTO Program.

The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience as determined by the FTO Program supervisor.

To the extent practicable, entry level and lateral officers should be assigned to a variety of FTOs, shifts and geographical areas during their FTO Program.

##### **436.5.1 FIELD TRAINING MANUAL**

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and skills necessary to properly function as an officer with the Columbia 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.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations of the Columbia Police Department.

#### **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**

1. FTOs shall complete and submit a written evaluation on the performance of their assigned trainee on a daily basis.
2. FTOs shall review the Daily Trainee Performance Evaluations with the trainee each day.
3. A meeting between the FTO and supervisor of the ending phase and the FTO and supervisor of the following phase should occur prior to the transition.
4. FTOs shall be responsible for signing off on all completed topics contained in the Field Training Manual, noting the method of learning and evaluating the performance of the assigned trainee in the final Daily Trainee Performance Evaluation.

**436.6.2 IMMEDIATE SUPERVISOR**

The FTO's immediate supervisor and FTO program supervisor shall review and approve the Daily Trainee Performance Evaluations.

**436.6.4 TRAINEE**

At the completion of the Field Training Program, the trainee shall submit a performance evaluation of each of his/her FTOs and of the Field Training Program.

**436.7 DOCUMENTATION**

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

1. Daily Trainee Performance Evaluations
2. A Certificate of Completion, certifying that the trainee has successfully completed the FTO program.