JOPLIN POLICE DEPARTMENT	7-02 STANDARD OPERATING GUIDELINE
SUBJECT: Field Training Officers Program	**REVIEW DATE: Annually - July**
EFFECTIVE DATE: 02/10/2020	**ACTION DATE:**
AMENDS/SUPERSEDES: 11/01/2018	**AMEND DATE: August 25, 2022**
ACCREDITATION INDEX: 33.2.4, 33.4.2 a, b, 33.4.3 a, b, c, d, e, f, g, h	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

It is the policy of the Joplin Police Department to follow established guidelines for the administration of Field Training and Evaluation Programs. A field-training manual has been compiled to provide detailed information about the program. (33.4.2 A, B, 33.4.3 A, F, G, H)

II. PURPOSE

To establish procedures for identifying qualified officers to hold the position of Field Training Officer, to establish the hierarchy of officers tasked with implementation of the program, and to identify operational aspects of the Field Training Officers program.

III. DEFINITIONS

ADORE Software

The computer software utilized to facilitate and track the reports and charts defined in this policy.

Daily Observation Report {DOR}

This form is the PO Trainee's daily report card, covering various areas of interest.

End of Program Report

The End of Program Report will state that the Field Training Coordinator has reviewed all reports and whether the PO Trainee successfully completed Field Training and should be released to solo patrol officer status.

FTO

Field Training Officer.

FTO End of Phase Report

This report will list the strengths and areas needing improvement.

Performance Chart

The scores from the DOR are transferred over to the performance chart to give a daily accounting of the PO Trainee's progress through the program.

PO Trainee

Police Officer Trainee

Enhanced Remedial Training Record

A report completed by the Field Training Coordinator outlining deficiencies of the PO Trainee and training conducted to remedy those deficiencies.

Remedial Training Chart

Creates an accurate documentation of the efforts taken by the FTO to correct persistent problem areas.

IV. PROCEDURES

The Department assigns a series of Field Training Officers to each newly hired Police Officer to oversee the training of the new officer, and ensure the new officer receives training on agency policies, procedures, rules and regulations (33.2.4). The FTO and shift supervisor may consult academy and instructor staff in regard to weakness or problem areas that the new officer may experience (33.4.3 D).

A. Department Field Training Manual: (33.4.2 A, B, 33.4.3 G)

1. Field Training Manuals are issued to each newly hired officer and shall contain, but are not limited to;

   a. A curriculum based on tasks of the most frequent assignment associated duties of officers;

   b. Guidelines for the evaluation of PO Trainees. (33.4.3 G) (33.4.2 A)

In order to maintain a professional and qualified FTO staff, and to present necessary guidelines, certain minimum standards must be maintained.

B. Qualifications for FTO candidate: (33.4.3 B)

1. The FTO candidate must have at least twelve months of law enforcement experience. The experience may come from time spent at other agencies, providing it was conducting peace officer activities.

C. Selection Process for FTO: (33.4.3 B)

1. When a vacancy for FTO occurs, an announcement will be made by the Professional Standards Bureau Commander or his/her designee with information about the position and requirements.

2. Those interested will submit letters of interest for the position, along with supervisor's written recommendation.

3. A review of the applicants personnel file, work productivity/reports, and follow-up with direct supervisor will be made.

4. Oral interviews will be granted to all who possess the necessary qualifications for the position. The interview panel could consist of the Training Sergeant, FTO Coordinator, and a training officer.

5. With all things equal, officers with twelve months experience with our agency will be given preference over officers with outside experience.

6. The Professional Standards Bureau Commander or his/her designee shall ensure that any employee, upon being selected as an FTO, attends an initial FTO training as soon as practicable. Annual continuing education training should be held to keep the FTO current with their assigned responsibilities. (33.4.3 E)

7. An FTO may be removed from the Field Training Program by the Field Training Coordinator, Training Sergeant, or Professional Standards Bureau Commander at their discretion.

D. Structure of FTO Staff: (33.4.3 C)

1. The FTO staff will be comprised of the Professional Standards Bureau Commander, Training Division Sergeant, FTO Coordinator, FTO Supervisor(s), and an appropriate number of FTO's to be set by the Bureau Commander.

2. The Professional Standards Bureau Commander and Training Division Sergeant are responsible for the FTO Program.

3. The FTO Coordinator of the program will be personnel assigned to the Training Division, a Sergeant or Training Officer.

4. The FTO Supervisor(s) are those supervisors that have been certified as Field Training Officers and hold the rank of Corporal or Sergeant, and ideally are assigned to the Uniformed Operations Bureau. The FTO Supervisors are responsible for monitoring the FTOs subordinate to them. If an FTO Supervisor has any problems with any FTOs under their supervision, they will immediately notify the Field Training Coordinator or Training Sergeant.

E. Explanation of Phases:

The sixteen weeks of the program are divided into four phases, which are spent with three different FTO's. Phase one is six weeks in length, phase two is four weeks in length, phase three is four weeks in length, and phase four is two weeks in length. The phase four FTO is the same FTO that conducted phase one, which permits the original FTO the opportunity to gauge how the PO Trainee is progressing. (33.4.3 A, F)

1. The first four days of Phase one are limbo days, during which time the PO Trainee is not scored. The PO Trainee is encouraged to perform as much as possible during this time period, even though scoring does not count for them, or against them. At the end of the limbo days the PO Trainee will start taking exams and being scored on the criteria set for the phase of instruction.

2. During phase one the PO Trainee is assigned to the first of three FTO's. Prior to advancement to the next phase, the FTO will complete and submit an end of phase report. The FTO is responsible for assuring that all required paperwork to date is completed.

3. During phase two the PO Trainee is assigned to the second of three FTO's. Prior to advancement to the next phase, the FTO will complete and submit an end of phase report. The FTO is responsible for assuring that all required paperwork to date is completed.

4. In phase three the PO Trainee is assigned to the third of three FTO's. Prior to advancement to the next phase, the FTO will complete and submit an end of phase report. The FTO is responsible for assuring that all required paperwork to date is completed.

5. In phase four the PO Trainee is reassigned to their first phase FTO for final evaluations. In phase four of the program the PO Trainee is expected to be able to perform most assigned tasks without assistance. The FTO is responsible for assuring that all required paperwork is completed, including the end of phase report.

6. Staffing deficiencies may present issues with scheduling PO Trainee assignments to Field Training Officers. The assignment of PO Trainees to FTOs may differ from above at the Field Training Coordinator's discretion.

F. Extension of Phases:

1. At any time and in any phase that an FTO believes a PO Trainee needs an end of phase extension, it is the responsibility of the FTO to keep the FTO coordinator informed of this possibility. Before the end of the phase, the FTO will fill out the end of phase report with their extension recommendation, which will thoroughly explain why the PO Trainee needs to be extended. The FTO Coordinator will then follow the steps outlined:

   a. The FTO Coordinator will review the report and sign the form.

   b. With an agreement that the PO Trainee needs to be extended in the program, the PO Trainee will meet with the FTO Coordinator. An explanation will be given to the PO Trainee as to why he/she is being extended, and what areas they need to work on to improve in the program. The PO Trainee will then be placed in a two-week extension phase, with an FTO to be determined by the FTO Coordinator.

   c. To ensure that the PO Trainee is ready for advancement back into the next phase of training, the FTO Coordinator will monitor the extension training closely, eliciting feedback from the FTO as to the PO Trainee's training status.

2. Enhanced Remedial Training
   a. During any portion of Field Training the Training Sergeant, Field Training Coordinator, or FTO may recommend enhanced remedial training to the PO Trainee on a case-by-case basis. The Training Sergeant and Field Training Coordinator will work with the FTO to design training to improve the performance of the PO Trainee. A n Enhanced Remedial Training Record will be created in ADORE and signed by the Field Training Coordinator to record the training that was conducted.

3. If an extension does occur, the FTO Coordinator shall review the end of phase report. All DOR's to date should validate the FTO's recommendation. Remedial training efforts on the PO Trainee should be reviewed to see what attempts have been made to correct problem areas.

3. Extension phases will be two weeks in length. A Trainee will only be given a maximum of eight weeks or 4 total extensions, if they are showing improvement during their extensions. The determining factor on whether the FTO Coordinator recommends termination from the program will be the lack of improvement during extension phases. If the PO Trainee is showing improvement, they will be allowed to stay in the program, barring no other disciplinary actions that would result in termination. If the PO Trainee's scores have leveled off showing no improvement, or are declining, a decision will be made on whether to recommend termination from the program.

4. Prior to a recommendation of termination being made, the FTO Coordinator, Training Sergeant and Professional Standards Bureau Captain should meet and review all paperwork leading up to the decision. The documentation should validate the decision to terminate. The Chief of Police will determine the final decision on the status of the PO Trainee.

5. If a PO Trainee resigns or is terminated from the program, the FTO Coordinator will ensure that the letter of resignation or termination is placed in the PO Trainee's training file. The FTO Coordinator will then type "terminated" or "resigned" in an End of Program Report in the ADORE system and sign the report.

G. Reports (33.4.3 H)

1. Daily Observation Report – This form is to be filled out by the FTO daily. No one other than a certified FTO who was assigned and observed the PO Trainee for a minimum of six hours can fill out the DOR. DORs cannot be backdated. They must be filled out prior to end of shift and gone over with the PO Trainee. There must be a minimum of fifty-six (56) DORs filled out, and on file prior to the PO Trainee being allowed to exit the program. Any remedial training needs will be documented by the FTO on the DOR. The ADORE computer program will be used to fill out DOR's.

2. Performance Chart –The scores from the DOR are transferred over to the performance chart to give a daily accounting of the PO Trainee's progress through the program.

3. Enhanced Remedial Training Record – A record of enhanced remedial training. This report is completed by the Field Training Coordinator to document enhanced remedial training conducted to improve the performance of the PO Trainee.

4. FTO End of Phase Report – This is to be filled out by the FTO. If it is a phase three or four report, it will be accompanied by a recommendation as to whether the PO Trainee should be extended or advanced.

5. Field Training Coordinator End of Program Report – The FTO Coordinator shall complete a release from program report which states that they have reviewed all the reports and if the PO Trainee has successfully completed the Field Training Program and whether they should be released to solo patrol officer status.

6. FTO Critique Form – This form is in the ADORE computer program and is to be filled out by the PO Trainee three months after being released from the FTO program.

7. Prior JPD Rehire Training and Evaluation Report – This report is in the ADORE computer program. If a former Joplin Police Officer that had previously successfully completed JPD Field Training has resigned from JPD and has returned to JPD's employ, they will be evaluated by the Field Training Coordinator and a record of it will be made with the JPD Rehire Training and Evaluation Report.

H. Evaluation of FTO by PO Trainee

After 3 months of being released from the FTO Program, the Probationary Officer will have an FTO Critique Form assigned to them by the FTO Coordinator. The Probationary Officer will fill out the form in ADORE and Critique all of the FTOs they were trained by.

I. Hours Spent in Program

The PO Trainee must spend a minimum of fifty-six days in the FTO program. There must be a minimum of 620 hours spent in the program before the PO Trainee can be released from the program. A PO

Trainee must spend a minimum of six hours of a workday in the field to be counted as a scoring day. A PO Trainee that has substantial previous law enforcement experience may not need to spend as much time in the FTO program as a PO Trainee with little or no previous experience. The PO Trainee that has substantial previous experience may be eligible to skip phase 3 and end with a four-day phase 4. The PO Trainee will still be required to complete all tests and sign off on all training documents.

J. Training Days Counted as Scoring Days

A training day can be counted as a scoring day, if it is interactive training. The Professional Standards Bureau Commander, Training Sergeant or FTO Coordinator must approve any type of training that will be counted in this area. They will determine if the training has enough scoring areas to properly fill out the DOR. A maximum of forty hours can be used as training; however, the PO Trainee must still have at least six hundred- twenty hours completed prior to being allowed to leave the program. The FTO Coordinator, Training Sergeant, or Professional Standards Bureau Commander will approve this training on a case-by-case basis.

K. 16-Week Training Cycle (33.4.3 A)

1. Phase one – Phase one is six weeks in length and is completed with the first FTO assigned to the PO Trainee. It consists of days 1-21 of the program. The FTO will complete Daily Observation Reports (DORs) 1 through 21 for Phase 1.

2. Phase two – Phase two is four weeks in length, it will be spent with the second of three FTO's. It consists of days 22-35 of the program. The FTO will complete DORs 22-35 for Phase 2.

3. Phase three – Phase three is four weeks in length, it will be spent with the third of three FTO's. It consists of days 36-49 of the program. The FTO will complete DORs 36-49 for Phase 3. A PO Trainee with substantial previous law enforcement experience may be eligible to skip this phase and proceed to phase 4.

4. Phase Four – Phase four is two weeks in length, it is spent with the original phase one FTO. It consists of days 50-56 of the program. The FTO will complete DORs 50-56 for Phase 4.

    a. Day 55

    The FTO shall complete all paperwork leading up to this point. If the recommendation is to allow the PO Trainee to complete the program, an end of Phase 4 report shall be completed. The report shall contain information explaining the PO Trainee's strengths, and areas needing improvement. This report will also contain a recommendation from the FTO. The report will be reviewed with the PO Trainee.

    b. Day 56

    This is a non-scoring day and can be treated for the first time as a two officer vehicle.
    The FTO coordinator shall complete a Field Training Coordinator End of Program Report after the PO Trainee's last day of Field Training. The End of Program Report will state that the Field Training Coordinator has reviewed all reports and whether the PO Trainee successfully completed Field Training and should be released to solo patrol officer status.

L. Accelerated FTO program

1. An officer that has been hired with substantial previous law enforcement experience may be eligible for an accelerated FTO program. Things to be considered when determining whether

the officer has substantial experience may include, but are not limited to, size of previous agency, years of service, and assignments while at previous agency. This decision will be made on a case-by-case basis.

2. The FTO Coordinator will provide a list of who may be eligible and why they would be eligible to the Chief of Police or his designee for final approval.

3. If it is determined that the officer will be eligible for the program, then the PO Trainee officer will be notified. The PO Trainee will be set up on a 11-week schedule. During phase 2 of the program the FTO and the FTO coordinator will determine whether the PO Trainee is progressing satisfactorily enough to skip phase 3 and proceed to phase 4. If the PO Trainee goes to phase 4, he/she will do four days in phase 4.

4. The PO Trainee will be required to pass all tests and be signed off on all skills that are required of the PO Trainee that completes the 16-week program.

5. If a former Joplin Police Officer that had previously successfully completed JPD Field Training has resigned from JPD and has returned to JPD's employ, they will not have to complete the JPD Field Training Program. The Field Training Coordinator and the Training Sergeant will design a training program on a case-by-case basis to evaluate these PO Trainee and bring them up to date with current policies and standards. The Field Training Coordinator will complete a "Prior JPD Rehire and Evaluation" Form in ADORE to document that the PO Trainee is ready for solo patrol officer status.

V. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

VI. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.