

CHARLOTTESVILLE POLICE DEPARTMENT



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Type of Directive: GENERAL ORDER	Number: 38-99
FIELD TRAINING OFFICER PROGRAM	Date: November 05, 2019
VLEPSC Number: TRN.01.02	Manual Number: 513.10
	Effective Date: 11/05/2019
Authorization: Chief R.M. Brackney <i>Rm Brackney</i>	Follow-up Date: As Needed

I. POLICY

It shall be the Policy of the Charlottesville Police Department to administer a Field Training Officer Program for the training of newly employed police officers. The Field Training Officer Program is a continuation of the selection process that combines in-field training with objective evaluation to ensure that the standards of a competent law enforcement officer are met by the new officer before certification as a permanent employee with the City of Charlottesville.

II. PURPOSE

The Program has been developed in an effort to train new officers in accordance to the requirement's and standards of the Commonwealth of Virginia Department of Criminal Justice Services and the Charlottesville Police Department. The purpose of this policy is to establish procedures and requirements for the Field Training program.

III. PROCEDURE

A. Organization of the Field Training Officer (FTO) Program

1. The administration of the Field Training Program shall be placed in the Field Operations Division, under the authority of the Field Operations Division Commander and shall be organized as follows:

a. FTO Program Commander

- i. Shall be a Patrol Bureau Shift Lieutenant designated by the Field Operations Division Commander;
- ii. Shall be responsible for the daily operation of the program, with the supervision of the FTO's being the responsibility of the Patrol Shift

Commanders and designated shift FTO Sergeants;

- iii. Shall be responsible for planning, directing and evaluating field training assignments and any changes in such assignments;
- iv. Shall work closely with the Field Training Program Sergeants to determine and correct any performance deficiencies and make recommendations for retraining, extension, release, or dismissal of a trainee to the FOD Commander;
- v. Shall be responsible to ensure that FTO Program meetings, to include a Phase Progression Review Panel meeting at the end of each phase of training, are held on a regular basis to provide and receive first-hand information concerning a probationary officer's progress, as well as any training concerns or issues;
- vi. Shall periodically provide the Field Operations Commander status updates relating to the FTO Program; to include trainee progress.

b. FTO Program Sergeant

- i. Responsible for supervising the training and evaluation of probationary personnel assigned to the Field Training Officer Program. The Field Training Sergeant shall keep the FTO Commander informed of the progress of the probationary officer(s) assigned to their supervision;
- ii. Shall ensure that the training and evaluation processes are completed. Various sources of information should be utilized to achieve these goals, including, but not limited to, daily observation reports (DOR's), oral communications with FTO's and shift personnel, tests, and personal observations of probationary officer's performance;
- iii. Responsible for the review of the probationary officer's Field Training Task Checklist and the DCJS mandated B-13 check-off sheet to ensure they are up to date, show adequate progression, and are properly filled out;
- iv. Review reports written by the probationary officer serves to identify deficiencies, in performance, knowledge, or training;
- v. Monitor the overall training of probationary officer(s) assigned to his/her supervision to ensure program standards are being met;
- vi. The FTO Sergeant will review and sign all DOR's for each trainee assigned to their respective shift and shall meet with the FTO's and trainee at least twice during that same time period. At the end of each phase of progression the FTO Officer fill document in a memorandum to the FTO Commander and the FTO Sergeant, the trainee's overall performance along with their

recommendation for progression to the next phase of training or for alternative action. This memorandum will be placed in the trainee's FTO file for documentation purposes.

c. Field Training Officers

- i. The FTO program will consist of corporals and a sufficient number of alternative Field Training Officers as determined by the Field Operations Commander based on the operational needs of the Field Operations Division;
- ii. Shall be responsible for the daily training and evaluation of the probationary officer(s) assigned to him/her;
- iii. Are the essential means by which the goals of the field training program are achieved, specifically, a law enforcement officer capable for working in a solo assignment in a safe, skillful, productive and professional manner;
- iv. Have two primary roles to fulfill; that of a police officer assuming full patrol responsibility and that of a trainer and evaluator of probationary officers;
- v. Maintain communication with assigned FTO Program Supervisor regarding the progress and any issues pertaining to their assigned probationary officer;
- vi. Maintain a high level of confidentiality with regards to probationary officer performance;
- vii. May be appointed as a mentor to the trainee while the trainee is enrolled in the academy. If appointed, the FTO shall meet with the trainee routinely to identify any needs or remedial training in any given area;
- viii. FTO's who are not Corporals, may be released from his/her FTO duties at the officer's own request, by transfer of assignment out of the Patrol Bureau, or removal by the FTO Program Commander upon approval by the Field Operations Division Commander.

B. Selection of Field Training Officers

1. Corporals are automatically selected as a Field Training Officer upon promotion to the rank of Corporal.
2. The FTO Commander shall seek approval from the Field Operations Division Commander to initiate a process to fill existing or projected non-Corporal FTO vacancies.
3. Upon approval of the Chief of Police, the FTO Commander shall issue an

electronic announcement for interested qualified candidates.

4. No candidate who has received disciplinary suspension within the previous twelve-month period shall be eligible to apply.
5. Officers requesting consideration for transfer shall respond in the manner prescribed by the FTO Commander seeking to fill the vacancy.
6. The FTO Commander or their designee will coordinate the review process, maintain a listing of officers applying for consideration to the vacant position(s) and ensure that each phase of the candidate assessment process is job related.
7. The FTO Commander will select officers and/or FTO Supervisors to participate on the interview panel.
8. The panel shall interview the candidates using pre-established questions and complete an individual Candidate Scoring Sheet on each candidate.
9. Scores from the interview will be forwarded to The FTO Commander. The FTO Commander will review with FTO Sergeants for input on the candidates' demonstrated ability to perform the duties required of the position of Field Training Officer. The FTO Commander may also consult with others before making a final recommendation. Once the FTO Commander has his final recommendation he will forward the names in alphabetical order along with comments and recommendation to the Field Division Commander. The Field Division Commander will then review the recommendation and forward it to the Chief of Police with comments and recommendation for officer(s) selection to the open position(s).
10. The FTO Commander will maintain all scores, review forms, notes, and comments on the candidates during the 12 months that the list is active. After the 12 month period the results shall be forwarded to the training office for archive.
11. Upon a selection decision by the Chief of Police, the FTO Program Commander will notify each candidate in writing.
12. An eligibility list of qualified candidates not selected from the process will remain in effect for a period of 12 months from the date of the oral interviews.

C. Field Training Officer Eligibility and Compensation

1. Requires a significant amount of work above and beyond an Officer's normal Duties;
2. must be in good standing with the department;
3. must complete the required FTO Compulsory Minimum Training Standards as

outlined in Virginia Administrative Code 6VAC20-280-20 prior to conducting any training on behalf of the department. Selected Corporals and/or FTO's may serve as a "provisional FTO" prior to completion of this training under emergency circumstances only; such as an absence of any other available FTO's;

4. Corporal's do not receive additional compensation for their participation in the FTO program. FTO's will receive 1.5 hours of overtime per 10 hours of training.

D. Field Training Officer – Training and Evaluation

1. All Department Corporals and Field Training Officers shall complete a 32-hour DCJS approved Basic Field Training Officer certification course within one (1) year of appointment; as well as complete a DCJS approved FTO refresher course every three years.
2. FTO's will be evaluated by probationary officers at the completion of their segment of training by way of an objective survey provided by the FTO Commander.
3. FTO's will be required to maintain a level of performance commensurate to the position. Violations of policies and procedures, or unsatisfactory performance may result in the FTO's removal from the program.

E. Field Training Officer Program Guidelines

1. Probationary officers, upon graduation from basic officer training at a DCJS approved criminal justice training academy, shall complete a 12 month probationary period and participate in a 12-16 week Department Field Training Program. Officers who are hired with previous law enforcement experience and who are already DCJS certified will complete Field Training of an abbreviated length of time as determined by the FTO Commander with consultation of the Field Operations Commander. Upon entry into the Department Field Training Program, the FTO Commander shall issue the probationary officer a current Field Training Manual.
2. Probationary officers will be assigned to the FTO Program for a period of 12 to 16 weeks, with three month long phases and periods of orientation training throughout the course of the program. The total length of training may be shortened or lengthened as needed and upon a request by the FTO Commander and approval of the Field Operations Division Commander.
3. The probationary officer will be assigned to one of three Patrol Bureau shifts and to a Field Training Officer. An assignment to a new shift shall also bring about the assignment of a new Field Training Officer.
4. The probationary officer shall be assigned a Field Training Task Checklist of required training objectives and will be required to discuss, demonstrate and successfully complete each of the training tasks. The check list shall be used

throughout the field training process. Field Training Officers shall sign and date successful performance in the appropriate area and return the form to the FTO Commander through their FTO Supervisor/Shift Commander upon completion of each phase of training. At the conclusion of the FTO program, all completed forms shall be consolidated into a single file and forwarded to the FTO Commander. After review, the file shall be forwarded to the Field Operations Division Commander for approval and the Staff Development and Training Unit for filing and retention.

5. Field Training Officers shall evaluate the probationary officer's performance on a daily basis using the Field Training Officer's Daily Observation Report (DOR). The completed reports shall be reviewed and signed by the appropriate FTO Sergeant while assigned to each phase of training; and after review become part of the probationary officer's training file. The FTO Commander shall periodically review the Daily Observation Reports for any training issues that may need to be addressed.
6. The Field Training Officer will sign and date each objective completed by the probationary officer on the DCJS Field Training: Law Enforcement Form B-13. This form will be provided to the FTO by the FTO Commander at the end of the first phase of training and will be returned to the FTO Commander after the final phase of training.

F. Phase Progression – Probationary Officer

1. At the end of each phase and prior to progressing to the next phase, the probationary officer(s) shall be subject to a FTO Phase Progression Review Panel consisting of their current and next phase FTO's, current FTO supervisor(s), and the FTO Commander.
2. The FTO Phase Progression Review Panel shall review the probationary officer's performance/progress and provide a recommendation to the FTO Commander regarding the probationary officer's progression to the next phase of training.
3. The probationary officer will be notified of his/her progression status in person at the FTO Phase Progression Review Panel meeting. The FTO Commander will maintain a written progression memo for each probationary officer subject to review by the Field Operations Division Commander.
4. Deficient performance shall be reported to the Field Operations Commander by the FTO Commander, as well as any recommendation to withhold an officer's progression to the next phase of training. Any decision to not progress the probationary officer to the next phase shall be reviewed and approved by the Field Operations Division Commander.
5. Upon the successful completion of a probationary officer's field training assignment the FTO Commander will ensure completion of a DCJS B-13 and FTO/OJT forms. The forms should be attached to the probationary officer's master employment file in the Record Management System for future access and

reference. The OJT form must be faxed to DCJS after review and signature by the Chief of Police. Both forms will be filed and retained in the Training Bureau in accordance with the standards set forth by DCJS. A copy of the completed forms shall be filed in the officer's permanent training record.

6. All documentation will be compiled and forwarded to the Training Bureau for filing upon exit of the FTO program by the probationary officer.