

City of Johns Creek Police Department

<i>Subject:</i> Field Training Program	<i>Number:</i> 03-03
<i>Reference:</i>	<i>Amends:</i>
<i>Effective:</i> 10/09 <i>Revised:</i> 01/10 05/13 01/16 12/18 01/20	<i>Review Date:</i> Annual <i># of Pages:</i> 5

PURPOSE:

Establish qualifications and responsibilities of Field Training Officers and Field Training Program.

POLICY: (03-03)

It is the policy of the Johns Creek Police Department to provide all personnel with a continuum of training from basic training to on the job training to prepare them for solo status as a police officer.

PROCEDURES:

Field Training Officers (FTO) (03-03-01)

The Department shall maintain a Field Training Officer Program. Corporals are designated as the position within the department to perform the function as Field Training Officers. Therefore, the FTO selection process is synonymous with our promotional policy (refer to policy 01-10). Any deviation from this process must be approved, in writing, by the Chief of Police.

Should a need arise to use a certified FTO who is not a Corporal the Chief of Police may approve the assignment. The Administrative Services Lieutenant shall send a written request to the Chief of Police detailing the reasons or need for the assignment. In order for the officer to be considered, he or she must meet the following minimum requirements:

1. Recommended by the Training Division and Shift Lieutenant;
2. Currently certified as a Field Training Officer;
3. Must have received a Satisfactory rating on his/her most recent performance evaluation;

4. No formal discipline in the previous 12 months of the appointment; and
5. Must have completed his/her probationary status.

No Corporal/FTO will assume the responsibility of a Field Training Officer until he/she has satisfactorily completed a Certified Field Training Officer Course. Corporals who are not certified will be scheduled for the FTO Course as soon as possible. All Field Training Officers will receive annual refresher training, as designated by the Training Division.

All Field Training Officers shall follow standard chain of command protocol on matters of patrol shift operations, and shall report directly to the Training Coordinator on matters of education, field training, and assignments of trainees in the program.

Each Field Training Officer is provided with standardized evaluation guidelines which serve as a means of program standardization and continuity, and is responsible for the daily evaluation report used to evaluate and rate a recruit's daily performance.

Recruit Status (03-03-02)

No Department recruit (i.e., certified officer, re-hire, or new hire) will be sworn or issued police identification until successfully completing the minimum state mandated law enforcement academy training, unless previously certified by the GPOSTC and qualified in the use of firearms. This precludes assigning persons to positions requiring the carrying of firearms, enforcing the law, or making arrests until their successful completion of mandated training. If a recruit is employed prior to completing mandated training, he/she will be assigned at the discretion of the Chief of Police.

No recruit will be allowed to work any extra job in uniform or where the recruit is expected to use police authority until the recruit has completed the Field Training Program. Any other type of extra job (out of uniform and non-law enforcement related duties) is to be approved through the Chief of Police or his/her designee.

Prior to successful completion of the Field Training Program, no recruit shall serve the public in the capacity of police officer unless he/she is under direct supervision or as part of the Field Training Program.

Recruit Training (03-03-04)

A. Police Officer Certification by GPOSTC

All recruits shall be required to comply with minimum requirements of P.O.S.T. for certification as law enforcement officers in the State of Georgia.

B. Recruit Training Program

The curriculum for the Georgia Basic Peace Officer Course is prescribed by the GPOSTC, and is designed to satisfy the minimum mandatory requirements of the POST Act O.C.G.A. 35-8-1. No recruit shall be allowed to perform the duties or functions of a sworn officer until he/she has completed this requirement. This curriculum is based on tasks of the most frequent assignments of law enforcement officers in Georgia. The GPOST curriculum is delivered via the POST approved Peace Officer Reference Text (PORT), a manual that is issued to each student, at the beginning of their academy training. During the recruit training program (Basic) the recruit will be evaluated using techniques designed to measure competency in the required skills, knowledge and abilities. The evaluating techniques include, but are not limited to written examinations and practical exercises.

an orientation handbook issued to all new recruit personnel at the time academy training begins

When a recruit has been employed, he/she will attend the first available law enforcement academy training. Upon successful completion of mandated training, the recruit will be assigned to a Field Training Officer (FTO)/CPL. Reviews and evaluations of the employee are to be conducted continuously by the Training Coordinator or his/her designee during the Field Training Program. At least quarterly the Training Coordinator will complete a documented probationary quarterly evaluation on the employee while in training. Once the recruit is released the Shift Supervisor will conduct the quarterly probationary evaluations.

Recruits assigned to the Field Training Program will be allowed to carry only those weapons issued/authorized by the Department and shall comply with Department rules and regulations, and policies.

Except for the general supervision of the recruit and his/her FTO, all decisions regarding training will be made by the Training Coordinator and/or the Chief of Police. Except emergency situations, the recruit will remain with and under the direct supervision of the FTO at all times while on duty until he/she graduates from the Field Training Program. If an emergency arises which necessitates separating the recruit from his/her FTO, it should be noted in detail on the Daily Observation Report (DOR).

Each recruit is provided with his/her designated academy's orientation material at the time academy training begins. This orientation material provides information regarding:

1. Organization of the academy;
2. Academy's rules and regulations;
3. Academy's rating, testing, and evaluation system; and
4. Physical fitness and proficiency skill requirements, and daily training schedules.

C. Time-Keeping Responsibility - Recruits

1. During basic mandated academy training:
 - a. Time keeping is the responsibility of the Training Coordinator/FTO.
 - b. If a recruit is required to be off duty due to an emergency or sickness, such leave must be approved by the Training Coordinator.
 - c. No vacation will be approved while the recruit is attending mandated training.
2. While in the Field Training Program -
 - a. Time keeping, assignments to FTO's, monitoring of recruit evaluations, and other matters relating to recruits while in the Field Training Program are the responsibility of the Training Coordinator.
 - b. Notification of absence from duty for any reason (vacation, sickness, etc.) is to follow the chain of command beginning with the FTO. All requested time off must be approved by the Training Coordinator.

Field Training Program (03-03-05)

The Field Training Program is intended to educate newly hired officers to perform the basic functions of a solo police officer. During the Field Training Program, efforts are made to ensure that employees possess the ability to perform the job assignments. As part of this training, emphasis is placed on developing the knowledge, skills and abilities necessary to successfully conduct specific job assignments. This training should continue until the employee has satisfactorily demonstrated the ability to perform all routine aspects of the particular job or assignment.

The Field Training Program is fourteen (14) weeks in length or a minimum of forty-nine (49) DOR's. The recruit shall ride with his/her assigned FTO's for the duration of the program. The program consists of three phases. Each phase is used as an opportunity to shift duties from the training officer to the recruit officer. During Phase Three the Field Training Officer should primarily act as an observer. During the final phase, the recruit officer should possess the ability to handle the majority of routine police activities unassisted. The Field Training Officer is still available to lend guidance and intervene before the recruit makes serious errors.

The Johns Creek Police Department recognizes that officers may be hired with considerable experience. Based on their experience and skill level, experienced officers may be authorized to complete an abbreviated Field Training Program. This abbreviation is the result of their ability to retain concepts and procedures easier than an officer new to police work. The shortened FTO program is only a shorter time to achieve solo status, and is not a shortage of training. All officers released to solo status must demonstrate satisfactory performance in all routine and critical skill areas. The abbreviated Field Training Program is six (6) weeks in length or a minimum of twenty-one (21) Daily Observation Reports (DOR). Entry-level officers who are GPOSTC certified must be re-qualified in the use of firearms, use

of force policies and less-lethal weapons prior to assuming any duties as a law enforcement officer.

Recruits in the Field Training Program will rotate between shifts/assignments at the discretion of the Training Coordinator.

A Daily Observation Report (DOR) shall be completed by the FTO for each shift spent with the recruit. In addition to the DOR, the recruit shall be evaluated on a continuous basis by the FTO by means of the FTO Checklist. All Field Training reports and documents will be maintained through the FTO Online Module.

Remedial Training (03-03-06)

Training should always be considered a positive, constructive method of handling an employee's inability to properly perform during the Field Training Program when a recruit performs in an unacceptable manner or displays a lack of understanding of a process or procedure, a determination should be made of the employee's actual state of training and knowledge. If a disparity in knowledge or understanding exists, remedial training may be employed to overcome the deficiency.

Upon the approval of the Chief of Police, the recruit can be given, at a maximum, an extension period of ten (10) DORs to complete a remedial training plan. The documented remedial training plan will be reviewed and discussed with the recruit, training coordinator and FTO.

Should the recruit fail to cooperate or complete the required remedial training the training coordinator will make a recommendation to terminate the recruit's employment.

Release from Field Training Program (03-03-07)

One week prior to graduation from the Field Training Program, the recruit's performance will be reviewed by the training coordinator and a recommendation will be submitted to the Chief of Police. Completion of the FTO program will conclude with an exit interview with the Chief of Police and his/her final approval of the officer's status.

Additionally, at the completion of the field training program the officer in training will complete an evaluation form on the Field Training Program and the FTO's. This critique will be used to further improve the Field Training Program.

If a recommendation of termination from the FTO Program/employment is made to the Chief of Police he/she will conduct an interview with the officer. During the interview the officer will be advised of documentation supporting the recommendation and have an opportunity to respond. If the Chief's final decision is to terminate the employee, a written

notice of termination will be given to the employee. The officer in training's badge, identification, and all other issued equipment will be accepted by the Training Coordinator or Chief of Police.