

	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.16.2</b>	
Subject:		Distribution:
<b>Field Training Officer Program</b>		<b>All Sworn Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>10-02-2015</b>	<b>Until Amended or Rescinded</b>	<b>Directive: 03-80</b>
References:		
<b>CALEA: 33.4.3; PLEAC: 1.10.4</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

The purpose of this policy is to establish the procedures, responsibilities and documentation appropriate to the Field Training Officer (FTO) Program.

## **POLICY**

The goal of the Field Training Officer Program is to provide Probationary Police Officers (PPO) with the fundamental instruction, motivation and practical experience necessary to become a police officer.

## **OBJECTIVES**

- A.** To provide for a managed training process that establishes the requirements and identifies the tasks of each position or level responsible for training and evaluation, namely, training officers, platoon supervisors, the FTO coordinator and command staff members.
- B.** To ensure that the necessary documentation is prepared to justify, in all cases, the final evaluation that the probationary officer has successfully completed or has failed to successfully complete their probationary training.
- C.** To provide training to selected officers to act as trainers, coaches and instructors for probationary officers.

## **PROCEDURE**

- A.** A Probationary Police Officer, when assigned to a position in a patrol platoon is to immediately enter the FTO training program. As a guideline, the FTO program should be a minimum of two hundred and eighty-eight (288) hours and a maximum of three hundred and sixty (360) hours. The program may be extended on an

individual basis if it is determined that an individual probationary officer would benefit from an extension. The determination will be made after consultation between the FTO Coordinator, Watch Commanders and the Sergeant and Commander of the Staff and Inspections Unit. **(CALEA 33.4.3 a) (PLEAC 1.10.4 a)**

- B.** Field Training Officers (FTO's) are to be selected based on their experience, knowledge of the job, ability to instruct others and a recommendation from their supervisors. **(CALEA 33.4.3 b) (PLEAC 1.10.4 b)**
  - 1. Upon making the determination that FTO's are needed, a request shall be sent by the Watch Commanders to all Platoon Supervisors asking for recommendations.
  - 2. Platoon Supervisors shall then generate a list of potential candidates and conduct preliminary interviews of qualified personnel.
  - 3. Upon completion of the interviews the Supervisor shall submit a final list of all qualified candidates to the Watch Commanders Office for review.
  - 4. The Watch Commanders shall make final selection of candidates and coordinate training through the Staff and Inspections Unit.
- C.** A Field Training Officer, upon completion of a departmental certification program and any related in-service training, will be assigned to assist in the training of PPO's within their respective platoon. **(CALEA 33.4.3 e) (PLEAC 1.10.4 e)**
- D.** Platoon supervisors, upon completion of a departmental indoctrination program, will assist in the training and oversight of probationary patrol officers.

### **SUPERVISORY PROCEDURES**

- A.** The probationary officer should be assigned to an FTO for a thirty-six (36) hour training period. He/she will then rotate through all of the training officers, regardless of their particular assignment in the platoon, one each period, until they are assigned to unescorted patrol.
- B.** Probationary officers are not to be assigned to an officer who is not certified as a field-training officer unless personnel requirements dictate otherwise.
- C.** Field training officers will conduct the PPO indoctrination course in accordance with their certification training. They will forward evaluation reports to the FTO coordinator at the appropriate time and promptly report serious breaches of discipline and/or officer safety to the appropriate supervisors. They will ensure that all phases of the training have been completed prior to the recruit being assigned to unescorted patrol.

- D. Probationary officers will be exposed to as many varied aspects of patrol work as is practical. Supervisors should avoid repetitively assigning probationary officers to time intensive duties that interfere with their opportunity to assimilate their new duties. Such duties are; prisoner transports, surveillance, traffic control, and crime-scene or fire-scene details. **(CALEA 33.4.3 f) (PLEAC 1.10.4 f)**
- E. Probationary officers will be assigned to a variety of beat and sector assignments to facilitate them becoming familiar with the characteristics of the entire township.
- F. Difficulties with any aspect of the training process are to be reported immediately to the coordinator of the program, or, in his/her absence, the Sergeant or Lieutenant of the Staff and Inspections Unit.

### **TRAINING MANUAL**

- A. The manual for PPO training is the **Employment Performance Standards and Task Analysis (EPSTA)** guide. The EPSTA is issued to all trainers, supervisors, command staff members and probationary officers. The manual is to be maintained by the PPO during their training period. PPO's will not be eligible for unescorted patrol duties until such time as they have completed instruction or practical experience in all categories of that training manual. **(CALEA 33.4.3 g) (PLEAC 1.10.4 g)**

### **EVALUATIONS**

- A. Original copies of all evaluation reports are to be signed by the PPO, the FTO and reviewed by their immediate supervisor and a Watch Commander and forwarded to the Staff and Inspections Unit, where any additional copies will be made and disseminated to the appropriate personnel as indicated on each individual report form.
- B. The FTO Coordinator will be responsible for updating and maintaining an adequate inventory of all evaluation forms and performance manuals.

### **RESPONSIBILITIES**

- A. Probationary Police Officers will be responsible for the maintenance of their training manuals, the immediate notification of any conflict with a member of the department involved in the training process or of any aspect of their training in which they feel deficient and have not been properly trained or assisted. This notification is to be made to the FTO Coordinator or the Sergeant in the Staff and Inspections Unit. PPO's will also be responsible for the completion of the [Field Training Officer Program Evaluation](#).
- B. Field Training Officers will be responsible for the training, conflict resolution and evaluation of the officers entrusted to their care. PPO training is to be conducted in an objective and informative manner.

1. FTO's will be responsible for the preparation, duplication and delivery of all appropriate copies of the [Weekly Evaluation](#), the [Transitional Report](#), the [Yearly Evaluation](#) and the [Field Training Officer Program Evaluation](#) to the designated recipients who are indicated on each individual report form. **(CALEA 33.4.3 h) (PLEAC 1.10.4 h)**
  2. FTO's will also assure that the PPO has completed all phases of training as outlined in the EPSTA manual and that this has been properly documented prior to the PPO being assigned to unescorted patrol.
- C. Platoon Supervisors will be responsible for the oversight of all aspects of training and officer conduct within their respective platoons. They will report immediately any serious breach of discipline, performance deficiency or procedural violation involving a training officer or a PPO. They will be responsible for the review of all evaluations and reports submitted by the FTO, the completion of the [Nine-Month](#) and [Yearly Evaluations](#) and the [Field Training Officer Program Evaluation](#). Additionally, those supervisors assigned to the coordinator position will be responsible for completion of the Monthly Evaluation and maintaining a liaison throughout the recruit-training period with the FTO Program Coordinator or in his/her absence, the Sergeant in the Staff and Inspections Unit. **(CALEA 33.4.3 c) (PLEAC 1.10.4 c)**
- D. Watch Commanders are responsible for ensuring that that they are kept informed of the progress of the PPO's and that the platoon supervisors adhere to this policy.
- E. FTO Program Coordinator, an employee designated by the Commander of the Staff Services Division, will be responsible for the indoctrination of all PPO's prior to their assignment to permanent platoons, the maintenance of training files for all officers in training, the training and update training of all training officers and the remedial training of any PPO who demonstrates particular deficiencies. Additionally, the FTO Program Coordinator is responsible for:
1. The ongoing evaluation of all aspects of the training program in the field.
  2. Review all of the evaluations submitted and bring any performance deficiencies to the attention of the Sergeant of the Staff and Inspections Unit.
  3. The scheduling of status conferences on or near the thirty, sixty and one hundred-twenty day anniversary of the assignment of the PPO to the platoon, along with the current FTO, where applicable, and the supervisor(s) with direct exposure to the PPO.
  4. The collection of all documentation impacting on the program or a particular officer and any inspection and/or evaluation duties deemed appropriate to training by the Commander of the Staff and Inspections Unit.

- F.** Staff and Inspections Unit Sergeant is responsible for coordinating the FTO Program with the FTO Coordinator and acting as a liaison with the platoon supervisors in the absence of the FTO Coordinator. Additionally, any difficulties or deficiencies with any aspect of the training process are to be addressed. He/she shall also assist with conflict resolution and shall keep the Staff and Inspections Unit Commander apprised of the progress of PPO's during the course of their training.
  
- G.** Commander of the Staff and Inspections Unit is responsible for the continuing evaluation, oversight and implementation of all aspects of the training process.