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Field Training Program	900 - 7		07-01-2019	1 of 4
Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of the policy is to establish Department policy governing the Field Training Program. The policy establishes the organizational structure of the Field Training Program, the duties and responsibilities of the personnel in the program and the selection process of the Field Training Officer. The FTO performs functions of the Kinston Police Department related to patrol, in-service training of new recruits, roll-call training for shifts and other duties related to the training and development of police personnel.

An employee in this position is charged with the responsibility of performing patrol duties, proper training and development of new recruits, shift training, report writing and performance evaluations. This employee assists the Kinston Police Department Training Officer in accomplishment of overall training goals and objectives.

II. DEFINITIONS

A. FTO: A Field Training Officer (FTO) is an experienced and senior member of an organization who is responsible for the training and evaluation of a junior or probationary level member.

III. POLICY

A. Illustrative Examples of Work

1. Designated Patrol Captain and Investigation Division Captain, as well as supervisory personnel are responsible for the line direction and supervision of personnel assigned to the Field Training Program.
2. The Department Training Sergeant shall be responsible for staff control and coordination of the Field Training Program with the designated Division.
3. The Department Training Sergeant shall be responsible for the training of the Field Training Officers and the orientation of the division supervisors.
4. The Department Training Sergeant shall control and maintain all records relating to probationary officer's development including the daily FTO Reports, the weekly Supervisor Reports, FTO Board and Training and other related memoranda.

B. Desirable Experience and Training

The Field Training Officers shall possess the following qualifications:

1. Must have minimum of two years of police service or be granted approval by their direct supervisor.

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2. Possess the technical knowledge necessary for the successful performance of the police officer's position and be able to relay this knowledge to a new employee accordingly.
3. Have not received any Departmental level disciplinary action within the previous twelve (12) months, unless such requirement is specifically waived by approval of the Chief of Police.
4. Must have successfully completed an agency approved Field Training Officer Course.
5. Have achieved no less than a standard rating on their annual performance appraisal for the last two years.
6. Possess a desire to participate and exhibit a commitment of the goals of the program.
7. Must display a continual level of professional excellence while serving as an FTO.

C. Selection of Field Training Officer

1. An officer who meets the qualifications set forth above shall declare himself/herself a candidate by forwarding a memorandum to the Chief of Police through the designated Chain of Command.
2. A panel comprised of the Training Sergeant, the designated Patrol Division Major and appropriate Division Supervisors shall be convened to select members into the program.
3. The names of selected candidates shall be submitted to the Chief of Police for final acceptance.

D. Responsibilities of Field Training Officers

1. The Field Training Officer shall be responsible for the guidance and training of the probationary officer assigned.
2. The Field Training Officer shall evaluate and provide verbal and written reports on the progress of the recruit officer and shall forward these reports to the Field Supervisor.
3. The Field Training Officer shall serve as a primary resource to the appropriate supervisor and command personnel when considerations being given the continued employment or termination of a recruit officer based upon the recruit officer's progress in the training process.

E. Field Training Officer Course

1. Officers who are selected to be Field Training Officers shall attend a Field Training Officer Course before they serve as Field Training Officers.

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2. The Field Training Officer Course shall be the responsibility of the Departmental Training Sergeant. The Course will include:
 - (a) An overview of the probationary officer evaluation instruments and other pertinent agency evaluation process and expectations.
 - (b) Instruction in the role of the Field Training Officer as it applies to the recruits.
 - (c) Review of technical aspects of a Police Officer's responsibilities.
 - (d) An examination of the principles of communication covering those elements that facilitate effective communications.
 - (e) An introduction into basic management theory, leadership styles and theories of motivation techniques of counseling.
 - (f) A review of various methods of instruction in the field.
 - (g) An examination of legal and ethical issues in training and evaluation.
- F. Assignment of Field Training Officers
- Those candidates that successfully complete the Field Training Officer Course shall maintain the status for a period of time that reflects their continued satisfactory performance.
- G. The Field Training Officer Manual and FTO Recruit Training Guide
- The Field Training Officer Manual shall be used by the FTO's in the training and evaluation of recruit officers.
1. The Department Training Sergeant shall provide each recruit officer with the FTO Recruit Training Guide.
 2. Each FTO shall retain the FTO Recruit Officer Training Guide for the recruit officer during the period he/she is assigned to the FTO. The FTO shall utilize the Training Guide to record the progress of the recruit officer and shall complete the training guide as well as all evaluation instruments in conformance with the directions provided.
 3. The FTO, the Shift Sergeant, Shift / Investigative Captain, appropriate Major and Department Training Sergeant shall utilize the evaluation and progress instruments as the basis of discussion of the recruit officer's performance.
 4. The FTO Training Guide, as well as evaluation instructions, shall be maintained in the Training Division office for the duration of the officer's probationary period.

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H. Field Supervisor's Responsibilities

1. The Field Supervisor (Sergeant, Captain) shall be responsible for monitoring the training of the recruit by the FTO.
2. The Field Supervisor shall be responsible for reviewing all evaluation instruments forward to him/her by the FTO and for conducting a weekly evaluation interview with the recruit officer – this is subject to the Training Sergeant's discretion.
3. The Field Supervisor shall be responsible for forwarding all evaluation reports to the Training Sergeant and for keeping him/her informed of any significant problem areas.

I. Assignments following graduation from Basic Law Enforcement Training School

1. Each recruit officer, upon completion of recruit school, shall be assigned to the designated FTO for training.
2. For each recruit officer assigned to the designated Division, an FTO will be assigned. The FTO and recruit officer shall be under the supervision of the Field Supervisors and Division Manager.
 - (a) Actual assignments of the recruit officers with particular FTO's shall be a result of a combined effort of the Field Supervisor and Division Majors.
 - (b) The standard length of the field training assignment shall be, but not limited to, twelve weeks in accordance with the FTO Manual – with the exception of a modification of time as approved by the Chief of Police.

J. Uniform designation for FTO Officers and Supervisors

Each officer serving as an FTO on and after the effective date of this policy is hereby authorized to wear an approved uniform designation. Such uniform designation shall not be worn by any officer not qualified under this policy.