

TRAINING

FIELD OFFICER TRAINING PROGRAM

Purpose: To establish procedures for post academy field training of new police officers utilizing modern training methods to produce well-trained, productive, and professional officers.

Policy Statement: The North Little Rock Police Department recognizes the importance of a well-trained police force. Practical training prepares officers to act decisively and correctly, enhances officer safety, professionalism, productivity, and fosters cooperation and unity of purpose to pursue the agency's goals and objectives. For this reason, we have modeled our program around the Whitehead Field Training Program (WFTP) model as outlined in this policy and the attached Field Training Officer Manual (PD 06-02 Annex A).

Summary of Changes: 1.5.1 Changed FTO eligibility requirements for patrol officer with prior experience

Abbreviations:

OIT- Officer in Training

FTO- Field Training Officer

FTOE- Field Training Officer Evaluator

FTS- Field Training Supervisor

FTC- Field Training Coordinator: Normally held by two Patrol Sergeants and Training Unit Sergeant.

FTD- Field Training Director: Normally held by the Training Unit Lieutenant and a Patrol Lieutenant

FTA- Field Training Administrator: Normally held by the Patrol Captain.

FTP- Field Training Program

DTR- Daily Training Report

CRR- Check Ride Report

FCR- Final Check Ride Report

PLD- Performance Level Designator

FTM- Field Training Manual

TRC- Training Review Committee

MSH- Manifest Safety Hazard

WFTP- Whitehead Field Training Program

Procedure:

1. Field Training Administrator (FTA)

1.1 Field Training Administrator (FTA)

1.1.1 Appointed by the Chief of Police and accountable for the entire operation of the Field Training Program.

1.1.2 Keeps the Chief of Police informed of training activities; approves and authorizes the implementation of significant program changes; and serves as chairperson of the TRC.

1.2 Field Training Directors (FTD)

1.2.1 Assigned to a WFTP certified Patrol Lieutenant and the Training Unit Lieutenant. The FTD is accountable to the FTA for the daily operation of the Field Training Program.

1.2.2 Ensures compliance of all field-training personnel with the program standards and guidelines.

1.2.3 Keeps the FTA informed of the direction and status of the program.

1.2.4 Implements approved changes within the program.

1.2.5 Certifies all field-training personnel. Appoints or approves the appointment of all program personnel.

1.2.6 Serves as vice-chairperson of the TRC.

1.3 Field Training Coordinator(s) (FTC)

1.3.1 Assigned to two WFTP certified Patrol Sergeants selected by the FTD and the Training Unit Sergeant.

1.3.2 Accountable to the FTD for coordinating the daily training activities of the Field Training Program in cooperation with the other FTCs.

- 1.3.3 Assists the FTD in overseeing the daily operation of the FTP and serves on the TRC.
- 1.3.4 Keeps the FTD abreast of training and evaluation activities, identifies potential problems, and offers alternative solutions.
- 1.3.5 Assigned any other duties as deemed necessary by the FTD.
- 1.4 Field Training Supervisor (FTS) [CALEA 33.4.3c]**
 - 1.4.1 Assigned to Patrol Sergeant with WFTP Certification and preferably experience as an FTO.
 - 1.4.2 Accountable to the FTCs for the management of the Field Training Program on their shifts.
 - 1.4.3 Monitors the training and evaluation activities daily.
 - 1.4.4 Maintains complete and accurate records of OIT assignments.
 - 1.4.5 Reads, reviews, and signs all Field Training Program documents submitted daily and forwards them to the field FTC.
 - 1.4.6 Conducts weekly conferences.
 - 1.4.7 Keeps FTC informed of all training and evaluation activities.
 - 1.4.8 Assigned any other duties deemed necessary by the FTC.
- 1.5 Field Training Officer (FTO)**
 - 1.5.1 Assigned to patrol officers with a minimum of three (3) years' experience, successful completion of the WFTP Certification Course, and approval from immediate supervisor. A patrol officer with prior experience is eligible after one year upon approval of FTA.
 - 1.5.2 Officers must be willing to adhere to Field Training Program requirements in regards to professional conduct.
 - 1.5.3 Officers must have no sustained Professional Standards complaints within the last 12 months, any pending litigation, no history of excessive absences, performance complaints, or other unacceptable behavior.
 - 1.5.4 FTOs are accountable to the FTS in providing training to and evaluation of the OIT.
 - 1.5.5 Provides structured police training daily to the OIT according to the respective Training Phase.
 - 1.5.6 Documents daily all training given, remedial training provided, and the OIT's response, regardless of Training Phase.
 - 1.5.7 During Evaluation Phases as Field Training Officer Evaluator, observes the performance of OIT and assigns and records daily the appropriate Performance Level Designator for each Performance Category.
 - 1.5.8 Keeps the FTS informed of unusual problems, actions, or performance of the OIT that may require their attention.
 - 1.5.9 Accountable to the FTP reporting structure regarding matters and issues while fulfilling field training responsibilities.
 - 1.5.10 Exercises supervisory responsibilities and control over the actions and conduct of the OIT during the assigned tour of duty.
 - 1.5.11 The phrase "exercises supervisory responsibilities and control" denotes that the FTO is the senior officer in the OIT's chain of command and shall have the discretion to actions and participation of the OIT while engaging in normal police duties or activities in conjunction with the Field Training Program. Supervisory activities beyond the above definition are reserved for the rank of sergeant and above.
 - 1.5.12 The FTO and OIT should remain close to one another. The OIT may be temporarily positioned with a senior officer at the discretion of the FTO or a supervisor.
 - 1.5.13 Only under exigent circumstances should the OIT be allowed to act without the direct supervision of the assigned FTO.
- 1.6 Officer in Training (OIT)**
 - 1.6.1 Responsible for fulfilling sworn duties to the public and striving to become a competent, responsible police officer while participating in the program.
 - 1.6.2 Accountable to the FTS through the FTO to whom assigned throughout the various phases of the Field Training Program.
 - 1.6.3 Actively participates in the training opportunities provided by program personnel.
 - 1.6.4 Devotes time necessary to meet the requirements of the program.
 - 1.6.5 Participates in all meetings, conferences, or seminars as deemed necessary.
 - 1.6.6 Reviews and completes all required paperwork.
 - 1.6.7 Demonstrates acceptable competence in the skills required to complete the program successfully.

2. Field Training Officer Selection [CALEA 33.4.3b]

- 2.1 Before starting the selection process, the FTD will officially post the position and its requirements via department email and DHQ.

2.2 Step one - Position Application Review

- 2.2.1 Applicant must submit a memorandum describing their desire and experience in seeking the position, along with any other requirements dictated on the position posting, to their FTS for review and approval.
- 2.2.2 The FTS will review the memorandum, sample of applicant's work product, other pertinent files, including Performance Evaluations, Professional Development files, etc., to verify that the applicant meets minimum requirements and then designate in writing their approval or disapproval.
- 2.2.3 FTS forwards the application to the FTC for consideration.
- 2.2.4 FTC reviews and designates in writing their approval or disapproval and forwards to the FTD.

2.3 Step two - File Review

- 2.3.1 The FTD will review the application and verify the applicant meets the minimum standards, and designate in writing their approval or disapproval.
- 2.3.2 Such review will note any information or activities that would disqualify the applicant from continuing with the selection process.

2.4 Step three – Interview

- 2.4.1 Each applicant will appear before an oral interview board consisting of the FTD, FTC, an FTS, and two FTOs.
- 2.4.2 Participants will be ranked based on the results of the interview.

2.5 Step four - Field Training Officer Certification

- 2.5.1 Applicant must complete the department's required FTO course.
- 2.5.2 Applicant may attend the course before the selection process.
- 2.5.3 Depending on the course and the time lapse between certification and applying for the position, the FTD may direct a re-take or a different course.

2.6 Step five - Appointment/Assignment

- 2.6.1 Based on needs and necessity, the applicant will be appointed as an FTO by the FTD in order of ranking. The FTD may separately designate and train FTOs as FTOs or FTOEs, or elect to have FTOs serve in either capacity.
- 2.6.2 FTOs will be expected to attend in-service training and meetings as needed regarding training topics or department needs. [CALEA 33.4.3e]

2.7 Applicant Writing Exercise

- 2.7.1 To identify the observation and writing skills of applicants applying for a position in the FTP, all applicants may complete a writing exercise given by the FTD any time before the assignment. The exercise will be graded, and the results may be considered in the overall selection process.

3. Adherence to Policy Directives Concerning Appearance, Demeanor, and Conduct

- 3.1 FTOs, under their position, are role models and have significant influence over the actions of OITs. Therefore, all program members must demonstrate the highest degree of professionalism in their appearance, demeanor, and conduct.
- 3.2 While policies and rules are binding on program members, emphasis concerning this procedure is placed on NLRPD Policy Directives and Standards of Conduct regarding personal appearance and grooming standards (PD 15-01), uniform and equipment regulations (PD 15-02), and respect for fellow employees and the public (NLRPD Standards of Conduct).
- 3.3 It is the responsibility of all program supervisors to ensure that all program personnel adheres to the highest of these standards. Incidents of non-compliance must be documented and forwarded to the FTC for placement in the member's program file.
- 3.4 Consistent failures to comply with these standards will be viewed as an unwillingness on the member to accept the responsibilities of a positive role model and result in removal from the program.

4. Confidentiality

- 4.1 OIT and program personnel files required by the FTP are considered by NLRPD as Personnel Files and, therefore, confidential.
- 4.2 These files will not be provided to anyone other than persons authorized by the FTD, reproduced by anyone without the expressed written permission of the FTD, or reviewed by anyone except those persons named below or persons authorized by the FTD:
 - 4.2.1 Chief or his representative;
 - 4.2.2 Field Training Administrator (FTA);
 - 4.2.3 Field Training Director (FTD);
 - 4.2.4 Field Training Coordinator (FTC);
 - 4.2.5 Field Training Staff Personnel;
 - 4.2.6 Field Training Supervisor (FTS);

4.3 Field Training Instructors and evaluators (FTOs) of the OIT may review only those daily reports for the days riding with the OIT to complete a weekly report.

4.3.1 OITs for whom the report pertains;

4.4 OIT files will not be discussed or made public to anyone without the permission of the FTD.

4.5 Sections of these files may be used for training purposes, provided that they are obtained from the FTO with the written permission of the FTD. The FTD will purge materials to be used as training aids of all name references.

4.6 While participating in the Field Training Program, all matters concerning OITs should go through the OIT's respective FTO. This includes any questions the OIT has, any reports generated by the OIT, any questions directed to the OIT to include, but not limited to, any program assignments, problems with reports, counseling sessions, etc.

5. Resignations of Field Training Personnel

5.1 Any member requesting to resign from the program must first receive approval from their FTC.

5.2 The FTC may deny the request if staffing levels would fall below the required minimum.

6. Removal of Field Training Personnel

6.1 FTOs may be removed from the program if they:

6.1.1 Receive a suspension from duty;

6.1.2 Receive a sustained Professional Standards complaint deemed detrimental to the program;

6.1.3 Violate departmental policies or procedures;

6.1.4 Neglect the responsibilities and duties of their assigned position;

6.1.5 Display conduct inconsistent with the demeanor required of an FTO;

6.1.6 Fail to meet the eligibility requirements;

6.2 Removal of an FTO by an FTS needs the approval of the FTC, and such removal may be appealed to the FTA through the FTD.

6.3 Removals must be forwarded in writing to the FTC stating the reason(s) for removal. The FTC will indicate their approval or disapproval in writing and deliver to the FTD.

6.4 FTOs may be removed for cause by the FTC or higher authority for the program's benefit in the absence of a formal recommendation. The FTC shall forward appropriate correspondence to the FTA.

6.5 Appeals and grievances are heard by the FTD and final at the FTA level.

7. Reinstatement of Field Training Personnel

7.1 The FTS will review the applicant's FTO file and application to determine if the applicant is eligible for reinstatement.

7.2 Upon approval of reinstatement, the member will be assigned to fill a vacancy based on the program's need. The FTC or FTS will acquaint the reinstated member with any changes in the program during the member's absence.

8. Resignation of the OIT

8.1 An OIT desiring to resign from the FTP must submit a letter to the Chief of Police through the OIT's chain of command meeting the following requirements:

8.2 The letter must state the effective date of the resignation and include a brief explanation describing the reason(s).

9. Terminations of OIT

9.1 An OIT may be terminated at any time throughout the Field Training Program when a recommendation is reviewed and approved by the Chief of Police.

9.2 Recommendations may be based upon:

9.2.1 Policy, rule, procedure or any law violation(s);

9.2.2 Failing to meet the academic standards when a class is utilized as Phase One (1);

9.2.3 Conclusion of the FTP and substantiated by the TRC when an OIT failed to receive a PLD of PASS in all Performance Categories or evidenced elements of a Manifest Safety Hazard anytime within the program.

10. Compensation

10.1 The FTO will be compensated at the rate of 1 hour of overtime or 1.5 hours of compensation time per day when assigned an OIT.

10.2 The FTS will be compensated at the rate of 4 hours of overtime or 6 hours of compensation time per month per OIT when assigned an OIT.

- 10.3 The FTC responsible for scheduling FTO/OIT training will be compensated at the rate of 8 hours of overtime or 12 hours of compensation time per month when OIT's are present in the Field Training Program.
- 10.4 The FTD will be compensated 8 hours of overtime or 12 hours of compensation time per month when there are OITs present in the Field Training Program.

11. Field Training Program Manual

- 11.1 The Field Training Program Manual is included as an annex to this policy and is designed to cover the forms, logistics, and day-to-day operation of the Field Training Program.

Patrick Thessing
Chief of Police