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## Field Training

### 417.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Bozeman Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

### 417.2 POLICY

It is the policy of the Bozeman Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

### 417.3 FIELD TRAINING

The Department shall establish minimum standards for field training, which should be of sufficient duration to prepare officer trainees for law enforcement duties and be in compliance with POST requirements. The field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department.

To the extent practicable, field training should include procedures for:

- (a) Issuance of training materials to each trainee at the beginning of his/her field training.
- (b) Daily, bi-weekly and end of phase evaluation and documentation of the trainee's performance.
- (c) A multiphase structure that includes:
  - 1. A formal evaluation progress report completed by the FTOs involved with the trainee and submitted to the FTO coordinator.
  - 2. Assignment of the trainee to a variety of shifts and geographical areas.
  - 3. Assignment of the trainee to a rotation of FTOs in order to provide for an objective evaluation of the trainee's performance.
- (d) The trainee's confidential evaluation of his/her assigned FTOs and the field training process.
- (e) Retention of all field training documentation and field performance evaluations in the officer trainee's training file.

### 417.4 FTO COORDINATOR

The Chief of Police shall delegate certain responsibilities to an FTO coordinator. The coordinator shall be appointed by and directly responsible to their Division Commander or the authorized designee.

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The FTO coordinator may appoint a senior FTO or other designee to assist in the coordination of FTOs and their activities.

The responsibilities of the coordinator include, but are not limited to:

- (a) Assignment of trainees to FTOs.
- (b) Conducting FTO meetings.
- (c) Maintaining and ensuring FTO and trainee performance evaluations are completed.
- (d) Maintaining, updating and issuing department training materials to each FTO and trainee.
- (e) Developing ongoing training for FTOs.
- (f) Mentoring and supervising individual FTO performance.
- (g) Monitoring the overall performance of field training.
- (h) Communicating with the Shift Supervisor regarding the trainee's progress.
- (i) Maintaining a liaison with police academy staff on recruit officer performance during academy attendance.
- (j) Performing other activities as may be directed by the Division Commander.

#### **417.5 FTO SELECTION, TRAINING AND RESPONSIBILITIES**

##### **417.5.1 SELECTION PROCESS**

The selection of an FTO will be at the discretion of the Chief of Police or the authorized designee. Selection will be based on the officer's:

- (a) Desire to be an FTO.
- (b) Experience, which shall include a minimum of three years of patrol experience'
  1. Officers with two years experience with this department and two years experience elsewhere in law enforcement are also eligible to apply.
- (c) Demonstrated ability as a positive role model.
- (d) Successful completion of an internal oral interview process.
- (e) Evaluation by supervisors and current FTOs.
- (f) Possession of, or ability to obtain, department-approved certification.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

##### **417.5.2 TRAINING**

An officer selected as an FTO shall successfully complete the department-approved FTO course prior to being assigned as an FTO.

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### **417.5.3 TRAINING MATERIALS**

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO coordinator regarding specific questions related to FTO or field training.

### **417.5.4 RESPONSIBILITIES**

The responsibilities of the FTO include, but are not limited to:

- (a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.
  - 1. The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
  - 2. The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.
- (b) Completing and reviewing daily performance evaluations with the trainee.
- (c) Completing and submitting a written evaluation on the performance of his/her assigned trainee to the FTO coordinator on a daily basis.
- (d) Completing a detailed weekly performance evaluation of his/her assigned trainee at the end of each week.
- (e) Completing a monthly evaluation report of his/her assigned trainee at the end of each month.
- (f) Providing the shift supervisor with a verbal synopsis of the trainee's activities at the end of each day or during any unusual occurrence needing guidance or clarification.

### **417.6 EXTENSION OF TRAINING**

The field training may be extended for a trainee upon recommendation by the FTO Coordinator if the trainee has not reached the minimum evaluation standards set forth by the program. This extension may occur during any of the training phases.

### **417.7 POST FIELD TRAINING - PROBATIONARY PERIOD**

- (a) Upon successful completion of field training, the probationary employee will receive monthly evaluations from their shift supervisor until the employee completes the probationary period.
- (b) Prior to the probationary officer's confirmation, the Patrol Division Captain will review the probation officers training records and evaluations and provide a written recommendation to the Chief of Police for changing the officer's status to confirmed officer.