

13.100 FIELD TRAINING OFFICER PROGRAM

Reference:

Fraternal Order of Police/City of Cincinnati Labor Agreement

Definitions:

Field Training Officer (FTO) – an experienced officer whose performance displays exemplary abilities, desire, and achievement. Their duties and responsibilities are to train the PPO during the probationary period, enabling them to work a solo assignment.

Probationary Police Officer (PPO) – a sworn employee who is under provisional status. The probationary period is one year from the date of being sworn in as a police officer. Probationary police officers may be removed for cause during the first six months of the probationary period. Probationary police officers may be removed without right of appeal during the last six months of the probationary period.

Lateral Entry Officer (LEO) – a current OPOTA certified peace officer who qualifies and is hired by the City of Cincinnati to become a PPO for the Police Department. The amount of classroom training and field training involving LEOs is determined by the Training and Development Section Commander and approved by the Police Chief.

Remedial Training – any instruction given during Phase II or Phase III of the probationary training period. This training is designed to enhance deficient areas in the PPO's ability to perform job duties.

Recruit Book – a guideline and evaluation instrument designed to document the PPO's performance ability and skill level. This handbook provides an overall view of the police work accomplished by the PPO.

Purpose:

Provide for a formal and uniform on-the-job training period.

Provide experience, guidance, and supervision so the PPO may develop the knowledge, skill, and abilities to demonstrate a high degree of proficiency in judgment, conduct, appearance, job skills, problem-solving, and interpersonal relationship skills.

Aid in the evaluation of probationary personnel.

Serve as an aid in evaluating the Department's training program.

Policy:

The goal of the FTO program is to effectively train a PPO to work as a single unit officer in a safe, skillful, productive, and professional manner.

The FTO has two primary responsibilities: first is a responsibility to the community and second is as a trainer and evaluator of the PPO.

All FTO's and FTO supervisors will undergo an annual four hour refresher course and process improvement team session which includes a review of specific laws, City of Cincinnati Human Resources Personnel Policies and Procedures, Department Policies and Procedures, provisions of the Labor Agreement related to the FTO program, the completion of an electronic survey related to the FTO process, and a venue to identify opportunities for improvement of the FTO Program.

Procedure:

A. Forms Used in the FTO Program:

1. Form 644, Daily Observation Report
 - a. Completed daily by the FTO during Phase II for all work days, off days, and absences including Week 0, Observation Week.
2. Form 646A, FTO Sergeant's Weekly Report
 - a. Completed weekly by a FTO sergeant and turned in by Tuesday of the following week during Phase II.
3. Form 646B, Relief Commander's Narrative Report
 - a. Completed weekly by the relief commander and turned in by Friday of the following week during Phase II.
4. Form 647, FTO Final Evaluation Report
 - a. Form 647 is located in the back of the Recruit Book and completed by the primary FTO at the end of Phase II.
5. Form 647A, FTO Sergeant's Monthly Report
 - a. Completed by an FTO sergeant at the end of each calendar month during Phase III.
6. Form 647B, FTO Evaluation Report
 - a. Completed by the PPO during Phase II, upon completion of field training with each FTO.
7. Form 647C, FTO Recertification and Evaluation Report
 - a. Completed by a FTO sergeant by the end of each January and July.
8. Form 647D, FTO Sergeant Recertification and Evaluation Report
 - a. Completed by a relief lieutenant by the end of each January and July.
9. Form 647E, Community Problem Oriented Policing Problem-Solving Exercise
 - a. Completed by the PPO during Phase II.
10. Form 68P-FTO, Field Training Officer (FTO) Compensation Report
 - a. Completed by each FTO on a weekly basis for payroll processing.
11. Form 77FTO, Field Training Officer Application

B. Recruit Training Phases:

1. **Phase I:** Recruits receive approximately 28 weeks of formal classroom instruction at Police Training Section.
2. **Phase II:** Probationary police officers are assigned to a district and partnered with at least two different training officers (a primary and secondary) working second, third, or power shifts for a minimum of 13 weeks.
 - a. Each segment of Phase II is to be completed on different shifts (recommended shifts are second, third, and power). PPOs will not be assigned to first shift except in rare cases with bureau commander approval.
 - 1) Weeks 0 – 3 assigned to primary FTO.
 - a) Week 0 is strictly an observation week. A Form 644 must be completed for all days of the observation week. Evaluations should not be noted on Forms 644 during observation week; however, significant incidents or situations that the PPO is exposed to during the observation week should be noted.
 - 2) Weeks 4 – 7 assigned to a secondary FTO on a different relief.
 - 3) Weeks 8 – 12 assigned to primary FTO.
 - b. All missed workdays, excluding regularly scheduled off days, will be made up before the PPO advances to Phase III.
3. **Phase III:** Probationary police officers are released to regular assignment. Phase III terminates at the end of the probationary period.

C. Duties of Probationary Police Officers

1. Participate fully in Phase II of training. Failure to do so may require extension of the probationary period or failure of probation.
 - a. Time off during Phase II is limited to emergency situations and must be made up.
2. Attend at least one community meeting with the primary FTO.
3. Complete Form 647E, Community Problem Oriented Policing Problem-Solving Exercise, with the assistance of the primary FTO.
4. Complete Form 647B, FTO Evaluation Report, during Phase II, upon completion of field training with the secondary FTO and the primary FTO.
 - a. Upon completion, Forms 647B should be routed through the district commander to Police Training Section.

D. Duties of Field Training Officers

1. During Phase II, complete Form 644, Daily Observation Report, and review with the PPO daily. The Form 644 should be completed and signed by the PPO the same training day for which the Form 644 is completed.
 - a. In the event the PPO's Phase II training extends beyond the 13 week minimum, continue to complete Form 644 daily.
 - 1) The district commander may designate another FTO to fill out the forms if a schedule conflict occurs.
2. Direct, guide, explain, and demonstrate the fundamentals of police work so the PPO understands how and why duties are performed in a certain manner.
 - a. Allow PPOs to perform tasks they are competent to handle and ready to assume.
 - b. Check all paperwork for completeness, accuracy, legibility, etc.
3. If the PPO is to be retained as a permanent employee, the primary FTO will complete Form 647, FTO Final Evaluation Report, and the Recruit Book.
 - a. Complete Form 647 at the end of Phase II.
 - b. The primary FTO is charged with the maintenance, care, custody and control of the Recruit Book.
4. Attend all scheduled meetings to discuss the PPO's performance with all officers involved in the program.

E. Duties of FTO Sergeants

1. During Phase II:
 - a. All PPO's assigned with FTO's will be identified on the daily relief lineup by typing "PPO" in the "special" section of the lineup. Emergency Communications Center (ECC) will not count PPO cars as double units when dispatching radio runs requiring two-officer responses.
 - b. On a weekly basis, review Forms 644, Daily Observation Report. This review includes conferring with the FTO about the progress of the PPO.
 - c. On a weekly basis, complete Form 646A, FTO Sergeant's Weekly Report.
 - d. On a weekly basis, confer with the relief lieutenant concerning the progress of the PPO.
 - e. On a weekly basis, confer with PPOs to note their progress and identify strengths and weaknesses. Ensure the PPO signs Forms 644 and 646A.

- f. Use the Recruit Book as an aid in counseling the PPO. It should serve as an aid to correcting individual weaknesses in an effort to improve overall performance.
 - g. Ride with PPO for a minimum of four hours to observe performance. Document the performance on Form 646A, FTO Sergeant's Weekly Report.
 - h. Attend all scheduled meetings to discuss PPO's performance with all officers involved in the program.
2. During Phase III:
- a. Once the PPO has been approved for solo patrol by the affected district commander, the FTO Sergeant will remove the PPO designation from the lineup.
 - b. At the end of each calendar month, complete Form 647A, FTO Sergeant's Monthly Report.
 - c. On a monthly basis, confer with the relief lieutenant concerning the progress of the PPO.
 - d. On a monthly basis, confer with PPOs to note their progress. Ensure the PPO signs Form 647A.
 - e. Ride with PPO for a minimum of four hours to observe performance. Document the performance on Form 647A.
3. By the end of each January and July, complete Form 647C, FTO Recertification and Evaluation Report, for each FTO on the relief.

F. Duties of Relief Lieutenants

1. During Phase II:
- a. Ensure the FTO and PPO are assigned to the same off-day group so they will work together as much as possible.
 - 1) Forward a Form 17 to the Police Training Section Commander listing the name of the PPO, FTO, and assigned off-day group.
 - b. On a weekly basis, review Forms 644, Daily Observation Report, and 646A, FTO Sergeant's Weekly Report. This review will consist of conferring with the FTO sergeant to identify strengths and weaknesses of the PPO.
 - c. On a weekly basis, complete Form 646B, Relief Commander's Narrative Report, for each PPO assigned to the relief.
 - d. On a weekly basis, meet with the FTO sergeant, FTO, and PPO to discuss the PPO's progress. Identify strengths and weaknesses and take any necessary measures to address deficient areas. Ensure the PPO signs Form 646B.

- e. Forward Forms 644, 646A, and 646B to the district commander for review.
 - f. Review the Community Based Problem-Solving Exercise with the PPO and primary FTO, then forward to the district commander with recommendations for a CPOP project, if warranted.
 - g. Confer with the district commander within the last week of each 28-day work period and in the final evaluation process concerning the progress of each PPO.
 - h. Notify the FTO Coordinator of any areas requiring additional training.
2. During Phase III:
- a. At the end of each calendar month, review and sign Form 647A, FTO Sergeant's Monthly Report. This review will consist of conferring with the FTO sergeant to identify strengths and weaknesses of the PPO.
 - b. At the end of each calendar month, meet with the FTO sergeant, FTO, and PPO to discuss the PPO's progress.
3. Review Forms 647C, FTO Recertification and Evaluation Report.
4. By the end of each January and July, complete Form 647D, FTO Sergeant Recertification and Evaluation Report, for each FTO sergeant on the relief.

G. Duties of District Commanders

- 1. Recommend personnel for assignment as FTOs, with input from the Police Training Section Commander, using criteria outlined in section J.
- 2. Forward completed Forms 77FTO, Field Training Officer Application, to Police Training Section.
- 3. If necessary, after consultation with the Police Training Section Commander, remove a FTO from the program.
- 4. Assign the PPO to primary and secondary FTOs with input from the Police Training Section Commander. Notify the FTO Coordinator of the pairings.
- 5. Within the last week of each 28-day work period, or more frequently if necessary, confer with shift lieutenants to identify if problem areas exist. Consult with the Police Training Section Commander and FTO Coordinator to establish training programs within the district to address any problems.
 - a. This does not preclude training conducted at Police Training Section in response to a general problem that would benefit more than a few PPOs.
- 6. Review, approve, and forward all completed Forms 644, 646A, 646B, 647, 647A, and 647B to the Police Training Section.

- a. If the PPO has successfully demonstrated the ability to perform as a police officer, return the Recruit Book along with completed Form 647 to the Training Unit.
 7. Notify the Training Unit Commander via Form 17 of changes in primary or secondary FTOs.
 - a. Include the name of the PPO, the name of the previous and new FTO, and indicate the FTO status (primary or secondary).
 8. Initiate dismissal procedures when repeated attempts to train and counsel a PPO have been unsuccessful.
 - a. Dismissal procedures should occur in Phase III before the beginning of the 11th month of probation to provide enough time for case documentation and preparation. This in no way prevents beginning dismissal procedures at an earlier or later date.
 9. Review Forms 647C, FTO Recertification and Evaluation Report, and 647D, FTO Sergeant Recertification and Evaluation Report, and forward to Police Training Section.
 10. Notify the affected FTO Sergeant to remove PPO designation from the daily relief lineup once a PPO has been approved for solo patrol.
- H. Duties of the Police Training Section Commander and FTO Coordinator:
1. Direct and coordinate the activities of the FTO Program.
 2. Assemble the FTO Review Board for the review of field training officers.
 - a. The FTO Review Board consists of the Support and Patrol Bureau Commanders, Police Training Section Commander, Internal Investigations Section Commander, FTO Coordinator, and a FTO.
 - 1) The Police Training Section Commander, with input from the Support and Patrol Bureau Commanders and approval of the Police Chief, will select a FTO to serve on the board for a period of two years.
 3. The FTO Review Board will meet twice a year to review FTO and FTO Sergeant Recertification and Evaluation Forms and make final recommendations to the Police Chief. The Review Board will also meet as needed to select new FTOs.
 - a. The Board will review all applications from FTOs and prospective FTOs. The Police Training Section Commander will review the findings of the Board and make recommendations to the Police Chief.
 - b. The Board may interview any prospective or present FTO they feel does not meet the standards outlined in section J and make recommendations to the Police Chief.
 4. Review completed Forms 644, 646A, 646B, 647A, and 647B.

5. The Police Training Section Commander and FTO Coordinator will take an active part in the final evaluation of each PPO and make a recommendation to either retain or separate the PPO.
 6. Recruit advisors will:
 - a. Assist the FTO Coordinator in identifying weaknesses in recruit training and assist with remedial training.
 - b. Assist the FTO Coordinator with the maintenance of files, report deadlines, and follow up on the status of PPOs.
 - c. Review completed Forms 644, 646A, 646B, 647A, and 647B with the FTO Coordinator.
- I. FTO Application Process
1. Personnel interested in becoming an FTO must complete a Form 77FTO, Field Training Officer Application, found on the H: drive and forward the form to the relief FTO sergeant.
 2. The FTO sergeant will attach the following documentation and forward the completed packet through the chain of command:
 - a. Three year Internal Audit Profile (contact Internal Investigations Section)
 - b. Three year ETS Profile
 - c. Three year efficiency ratings
- J. Criteria and Method for Selecting Field Training Officers
1. Factors to be considered in the selection of Field Training Officers includes:

<ul style="list-style-type: none"> • Performance rating • Driving record • Complaint history • Physical fitness • Judgment • Attitude • Previous FTO experience • Writing skills 	<ul style="list-style-type: none"> • Attendance • Commendations • Disciplinary record • Oral communication skills • Job experience • Maturity • Knowledge of procedures • Seniority
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 2. Selection process for choosing police officers, specialists, and sergeants for the FTO program:
 - a. The FTO Review Board will review and consider the following information for each applicant:
 - 1) Seniority (in excess of three years).
 - 2) Personnel jacket information and Internal Investigations Unit profile record of the past three years.
 - 3) Verification of information on application form.

K. FTO Insignia:

1. Only those officers on Police Training Section's list of active FTOs may wear the FTO insignia. Any officer removed from FTO status, regardless of the reason, will immediately return the insignia to the FTO Coordinator.
 - a. The insignia is only to be worn on the left breast pocket flap of the nylon windbreaker, Gortex winter coat, soft-shell fleece jacket, Ike jacket, or blouse during cold weather. During warm weather, it is to be worn on the left shirt pocket.