

Littleton Police Department

Field Training Officer Program

**LITTLETON POLICE DEPARTMENT
FIELD TRAINING AND EVALUATION PROGRAM**

STRUCTURE:

The Field Training and Evaluation Program is structured so that new officers will know at any time who they are to respond to for supervision and where to turn for help. As in all chains of command one should not violate the basic tenet of how communication flows between the various levels. In the chain of command, the Probationary Officer's immediate supervisor is the FTO the Probationary Officer should respond directly to him/her and not go to another for assistance unless the situation is of an urgent nature and your FTO is not available. While the Probationary Officer will have contact with supervisors, he/she is primarily responsible to the FTO This procedure is necessary to ensure proper training and the absence of conflicting information.

The FTO Program comes under the direct authority of the Chief of Police.

The Department FTO's are directly supervised by the FTO Supervisor, and there immediate commanding officer is the Chief of Police.

CHAIN OF COMMAND

**CHIEF OF
POLICE**

**PATROL
SUPERVISOR**

**F.T.O..
SUPERVISOR**

F.T.O.

**PROBATIONARY
OFFICER**

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PHASE ROTATION:

Throughout the program, the Probationary Officer will be rotated to various patrol shifts. This is done to give the new officer exposure to the shifts and the respective working conditions thereon.

PROGRAM LENGTH: 60 working days, or twelve (12) weeks for Full Time Officers. 60 shifts to be completed before the end of probationary period of twelve (12) months for Part Time Officers. Part Time Officers who fail to complete the FTO Program within this specified time frame, may be terminated upon review of the Chief of Police.

PHASE 1:

The Recruit officer must complete the Part Time Officer School, and a Driving Course or the full-time academy. If the Recruit Officer is already a certified Police Officer, then Phase 1 is to be waived. Part Time Officers hired by the Littleton Police Department who have not completed a Driving Training Course accepted by New Hampshire Police Standards and Training, shall complete said course within one (1) year of being hired and before being allowed to operate a Police Cruiser.

PHASE 2:

Upon completion the Full/Part Time Academy the Officer is assigned to one of the Department FTO(s) for field training. Probationary Officers must complete 5-step process of phase 2.

STEP 1: First week or first 5 shifts, "LIMBO" period. Orientating the Recruit Officer. while riding and observing the FTO, the Recruit Officer will be exposed to the following.

- A. Computer File systems.
- B. Issued equipment
- C. Meet with town officials, i.e.: Town Manager & Selectmen etc.
- D. Paperwork
- E. Location of Court(Both District & Superior), Grafton County House of Corrections, Grafton County Sheriffs Department/Dispatch Center, Troop F, the Hospital, Littleton Police Officer's Res.
- F. Geographical orientation, Town Boundaries and Streets.

STEP 2:

Probationary Officer starts to handle some calls and stops. Daily Observation Reports start. The Officer is assigned homework and given Tests. (10 shifts) FTO may want to introduce driving towards the end of this step.

Step 3: (15 shifts) The new officer is steadily taking on more responsibility in respect to handling calls and stops. The officer should be driving now. The Officer will still have to complete assignments and pass all Tests given.

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Step 4: (15 shifts) The new officer is steadily taking on more responsibility in respect to handling calls and stops. The Officer will still have to complete assignments and pass all tests given.

STEP 5: (15 shifts) The Probationary officer is now performing at 100%. FTO takes on an observer status, **unless circumstances dictate otherwise. No training during this phase, evaluation only. The officer must receive ratings of "2" or better in ALL categories in order to pass.

****A. Safety issue.**

****B. About to embarrass self or Dept., or both.**

****C. Something illegal, unethical.**

STEP 6: F.T.O recommendation for The Probationary Officer to proceed to:

- A. Solo patrol
- B. Extension of training
- C. Termination.

PHASE 3

A Part Time Officer who has been promoted to Full Time duty status Must complete the Full time Academy. If the officer is already Full Time certified, this phase is to be waived.

PHASE 4

A. Recruit Officer returns from Academy and is assigned to Dept. FTO(s) for 10 shifts or two weeks for a brief re-acclimation training period. If the Part Time Officer promoted to Full Time status is already Full Time certified, he still must go through this two week FTO period. This part of phase 4 may only be waived by direct order of the Chief of Police

B. A Full Time certified officer hired as a Part Time Officer shall be required to participate in the FTO Program for a period not less than ten (10) shifts

PHASE 4 STEP TRAINING

STEP 1: "LIMBO" No D.O.R. required. Orientation. (5 shifts)

STEP 2: Probationary Officer is learning the geography of the town and handling some calls and stops. Officer should be driving at the end of this step. (10 shifts)

STEP 3: Probationary Officer is driving and operating 100%. (15 shifts)

STEP 4: No training, evaluation only.(15 shifts)

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STEP 5: At the completion of the 12-week FTO assignment the FTO will make his recommendation to the Chief of Police for the Recruit Officer status to be:

- A. Solo Patrol
- B. Extension of training
- C. Termination

PHASE 5:

Officer is assigned to Solo Patrol Duty for the remainder of the probationary period. Officer is required to meet with assigned FTO monthly for evaluation.

PHASE 6

Officer has completed FTO/Probationary period. Probationary board is convened with assigned FTO(s) present. Board makes recommendation to:

- A. Promote Probationary Full Time/Part Time Patrolman to Regular Full time/Part Time status
- B. Extension of training or probationary period recommended.
- C. Termination.

INTERRUPTION OF TRAINING FOR EXIGENT CIRCUMSTANCES ONLY

During the FTO Training Period the Probationary Officer is expected to attend all training sessions. However, there may be situations which would require an extended absence from the program. Reasons for absence may include death in the immediate family, incapacitating injury, or other emergency situations or a temporary reassignment.

At the written recommendation of the FTO with the concurrence of the Chief of Police, the emergency leave should be granted.

The number of leave days granted should be consistent with the circumstances.

Upon return, the Probationary Officer will resume training at the point of interruption. There is an extension policy in effect that you should know about. The Chief of Police has the authority to extend your training beyond the normal time limits. This extension is applied when problems are identified that would hinder your performance or if you are behind schedule to a point that you would not be able to catch up. The extension allows us to work on specific problems and not be pressured to maintain time limits. You should consider an extension, if it occurs, as being placed on hold for a short time. No stigma is placed on your image for being extended. It is a positive process, remedial in nature, and meant to bring you back on track.

No officer will be accelerated through the process. You will be given every opportunity to learn the job thoroughly, as we will benefit from this as much as you.

**LITTLETON POLICE DEPARTMENT
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STANDARDIZED EVALUATION GUIDELINES**

You have been given a set of Standardized Evaluation Guidelines, (SEG's). These guidelines are very important as they are the standards by which you will be evaluated. You will not be compared to tenured officers, nor will you be compared to your peers. These guidelines have been developed to ensure that the Department FTO's use the same standards when evaluating ALL Probationary Officers. The guidelines conform to the Daily Observation Report. The Daily observation Report covers the general areas of APPEARANCE, ATTITUDE, KNOWLEDGE, PERFORMANCE, and RELATIONSHIPS. Each of these categories contain 3 evaluation standards, which are explained in behavioral or performance terms.

FTO CHECKLIST

As previously mentioned, there are numerous identifiable tasks that you must complete . It is the FTO's job to help you develop the skills to master these tasks. To assist the FTO in completing this responsibility a checklist has been developed and is included in this manual.

The checklist will be kept in your possession during your training period. It will serve as the FTO's guide to what will be taught and will serve you as a reference to those tasks that must be learned.

The responsibility for signing off on each of these tasks remains with your FTO. He/she will sign each task that has been instructed and performed or in which you have demonstrated knowledge in each category. You will also initial and date the respective task. Successful completion of the FTO Program will not be achieved until each of the tasks are signed off.

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MANDATORY CONDUCT FOR FIELD TRAINING PERSONNEL AND PROBATIONARY PATROL OFFICERS

TRAINING

Any officer who becomes a Field Training Officer must commit him/herself to the philosophy of teaching. He/she must realize that training is the **FIRST** priority and the evaluation is **SECONDARY**. The FTO should be willing to bear the responsibility for the progress of the Probationary Officer or lack of it, until he/she is sure that other factors are the cause of the recruit performance.

FTO's will keep in mind, at all times, the FTO Program's philosophy, which states that FTO personnel will make every effort to train and direct each Probationary Officer in ways that maximize the opportunities for a Probationary officer to succeed. They must remember that we must ensure that each Probationary officer receives the maximum opportunity to show that he/she can do that job. FTO's will always attempt to set an atmosphere that is conducive for learning. As much as possible, any stress felt by a Probationary Officer should be caused by the task being taught, and not from any unrelated comments or actions on the part of the FTO.

Field Training Officers **MUST** conduct themselves in a professional manner at **ALL** times. They **MUST** teach Department policy and procedures. Field Training Officers should set an example by virtue of their knowledge, their department and their appearance. They should remember that the Probationary Officer is a product of what he/she is taught and of the behavior demonstrated to him/her. For the FTO to say "Do as I say and not as I do," is not acceptable.

SOLO BEAT OFFICER CONCEPT

Field Training Officers will utilize the solo beat officer concept to evaluate. It should also be clearly stated that while the FTO has a Probationary Officer with him/her that dispatchers and patrol supervisors recognize that a FTO unit is not a two (2) officer unit and should not be used as such.

SOLO PATROL WHILE IN THE FTO PROGRAM

While in the FTO Program, no Probationary Officer be allowed to go on solo patrol.

DAILY OBSERVATION REPORTS

When completing the DOR the FTO's will refer to the FTO Guidelines while completing the DOR, to ensure they are abiding with them and to ensure standardization of evaluations in the program.

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DOR's will be numbered consecutively throughout the training from "Week 1 Day 1 to Week 12 day 5, or in the case of a part time officer who has not had consecutive training sessions shift 1 through shift 60."

USE OF NON-FIELD TRAINING OFFICERS FOR FIELD TRAINING

Non-FTO's should not be utilized to train a Probationary Officer in the field in a ride along mode unless there is a specific purpose for doing so, or in a situation where there is no alternative. The FTO shall obtain prior consent from the FTO Supervisor. If time does not allow for prior permission to be obtained the Shift Officer in charge, (only if it is a supervisor) will be advised.

MOCK TRAINING

During the FTO Program the FTO may consider using "mock" scenarios to walk Probationary Officers through a given situation, however, the following rules will be adhered to:

1. The shift supervisor will be notified.
2. If off duty personnel is to be used, they will have been pre-approved by the Shift Supervisor.
3. Loaded weapons will never be used.
4. Probationary Officer will always be told when a situation is "mock". Probationary Officers will never be set up.

FTO's will not attempt to agitate or anger civilians for the purpose of seeing how a Probationary Officer deals with conflict.

Handcuffed prisoners will never be released in order to see how a recruit would handle a physical confrontation or any other reason other than a legitimate one, as per Department policy.

FTO/TRAINEE RELATIONSHIP

The relationship between the FTO and the Probationary Officer will be a teacher/student and/or supervisor/subordinate relationship. As part of this relationship, the following is expected:

1. This relationship will be one of mutual respect. Probationary Officers will be treated with respect at all times, and they will be expected to respect the FTO and follow his/her directions. Probationary Officers will not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner. Name calling or use of derogatory terms is not acceptable. FTO's will try not to show their anger or frustration while they are working with the Probationary Officer.

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REMEMBER: *Praise in public, correct in private.*

2. While Probationary Officers are going through the FTO Program, FTO's will not associate with or socialize with the recruits while they are off duty. Any relationship with them will be strictly professional.

A. FTO's will not date or attempt to date Probationary Officers while they are in the FTO Program.

B. If an FTO is related to a Probationary Officer or if there is a special relationship, (past or present) which began prior to the Probationary Officer's hiring the Chief of Police will be made aware. If possible assignment to another FTO is recommended.

C. FTO's will not make discriminatory or sexist remarks as per Department policy.

3. FTO's will not live with or rent rooms to Probationary Officers while they are in the FTO Program, and will not enter into any financial arrangements with them.

4. FTO's will not accept gifts from nor give gifts to the Probationary Officer while they are being trained.

PROBATIONARY OFFICER'S FIELD TRAINING RULES

Probationary Officers are to be respectful to the Field Training Officers. The Field Training Officer's direction is to be accepted and followed at all times. If a Probationary Officer believes that a specific instruction is not proper, or an evaluation is not fair, he/she will discuss it with the FTO. If the Probationary officer is not satisfied, he/she will ask for a meeting with the FTO Supervisor. The FTO Supervisor's decision is final. It must be carried out.

Probationary Officers will complete all assignments in a prompt and timely manner. They will follow all policies and procedures of the Littleton Police Department.

Probationary Officers will sign any citations they write. The FTO will be listed as a witness when applicable.

Probationary Officers may be given homework assignment by their FTO. These are to be completed in the time specified by your FTO.

While off-duty, probationary officers in the FTO program, will not respond to police calls. This is not intended to prevent a Probationary Officer from intervening in a situation that occurs in his/her presence.

While off-duty, Probationary Officers will not conduct investigations.

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Probationary Officers will be respectful to criticism given by FTO's. They may verbalize an explanation for their action; However, repeated rationalization, excessive verbal contradictions and hostility is not acceptable.

While in the FTO Program, no Probationary Officer will be allowed to work special details. This may be waived by direct order of Chief of Police and the Probationary Officer's FTO shall be notified of the order, and documented.

The FTO should always stay within hearing or seeing distance of the Probationary Officer while performing police functions. A Probationary Officer must always be under the supervision of an FTO while on the street. If this is not possible then the Shift Supervisor will be used.

All Probationary Officers and Field Training Officers will abide by all policies and procedures of the Littleton Police Department.

VIOLATIONS OF FIELD TRAINING POLICY

Violation of FTO Policy and the Rules and Regulations of the Littleton Police Department could result in disciplinary action, to include removal from the FTO Program. FTO supervisors are instructed to document any violation on a memorandum and forward them to the Chief of Police. If appropriate, this documentation should include a statement of the disciplinary action taken or recommended by the FTO Supervisor.