
	<b>Florida State University Police Department</b>	
<b>Field Training and Evaluation</b>		
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**Policy - Field Training and Evaluation Program**

For the safety of the University community and effectiveness of the Florida State University Police Department (FSU PD), it is essential that probationary sworn officers be provided the initial training that will facilitate their entry into this Department and the performance of their duties. Therefore, it is the explicit policy of the FSU PD to establish, maintain, and evaluate a field training program that shall provide each new officer with the in-house training, mentoring, supervision, and evaluation that will enable them to perform their duties at an acceptable level of competency. Subsequent to 7 weeks of in-house training followed by the 12-week field training program, an officer probationary period is 1 year from hiring date in accordance with University policy. The Chief shall make the final determination of the probationary officer's employment status.

**Procedures**

**A. Field Training and Field Training Manual**

All new officers shall complete designated field training as applicable to their assignments. This training shall be organized, administered, and evaluated by the Training Section.

The FSU PD's *Field Training Manual* shall be used to instruct new officers in their various tasks. The *Manual* shall be issued to all new officers after hiring and prior to assuming their duties within a training context.

**B. Termination**

Termination of a probationary officer for the inability to function and perform as an officer will be based on performance and progress as seen by the Field Training Officers (FTOs), Supervisors, and Training Coordinator.

1. The Training Coordinator, Field Training Program Coordinator, shift supervisor, and FTOs will recommend termination, with the final decision being made by the Chief.
2. If during any phase of the Field Training Program it is concluded that a probationary officer should be terminated, the process will be as follows:
  - a. All information having a bearing on the eventual decision will be gathered.

- b. All information and material relating to the probationary officer's status will be provided to the Training Coordinator who will make a preliminary assessment.
- c. The materials, along with the Training Coordinator's recommendation, will be forwarded to the Chief for his review and action.
- d. The Chief, if in agreement with the recommendation for termination, will notify the probationary officer of his/her pending termination.
- e. Upon termination, all pertinent materials shall be retained in the probationary officer's personnel file.

**C. Field Training Officer Eligibility and Selection [CFA 10.07A]**

The Field Training Officer (FTO) is a vital link in the training process. The FTO provides on-the-job training for sworn personnel. FTOs will be responsible for training and evaluation of probationary officers, as well as veteran officers during specified time periods. The FTOs will assist in the supervision of probationary officers during their probationary period.

1. Eligibility. All police officers (LEOs) with a minimum of three years' experience, one of which shall be with the University Police Department, will be eligible. The following additional factors will be considered:
  - a. Current performance evaluation must be an "Above Satisfactory" or "Exemplary" performance rating.
  - b. Sufficient knowledge and understanding of Department policies and procedures. No disciplinary action within the past 365 days to exceed one oral reprimand.
  - c. Sixty (60) hours college credit (AA degree or equivalency) desired, but not.
  - d. Good physical condition.
  - e. No pending assignments outside of Patrol, such as Crime Prevention, Investigations, School Resource Officer, etc., which would keep the officer from being available to serve as a Field Training Officer.
  - f. The Training Coordinator may waive eligibility requirement. A written request must be submitted to and approved by the Chief.
  - g. Must demonstrate good interpersonal skills, i.e., the ability and willingness to get along with and help others.
  
2. Selection. A memorandum will also be sent via e-mail to each sworn officer in the FSU PD. Interested and qualified personnel will initiate the selection process by forwarding an FTO Assignment Request, containing the following information, to the Training Coordinator.
  - a. Name and rank.
  - b. FSUPD work history and other applicable work experience.
  - c. Education and relevant courses/training.
  - d. Police experience.
  - e. Special training.
  - f. Written recommendation from current supervisor explaining why the officer is a good candidate for the FTO program.
  
3. After completion of the FTO selection process, the Training Coordinator will recommend applicants to the position of Field Training Officer, with final approval being given by the Chief.

- a. A memorandum will also be forwarded by e-mail to every sworn officer within the Department.
  - b. Upon receiving notification of appointment, the Training Coordinator will schedule the Field Training Officer candidate for training.
  - c. Only active Field Training Officers are authorized to wear the FTO insignia on the duty uniform.
4. Once selected, the Field Training Officer will receive the following training [CFA 10.07B.]:
- a. CJSTC- Field Training Officer Course;
  - b. FSUPD In-House FTO orientation;
  - c. Additional training will be provided as the Field Training Officer progresses in the program or as needs arise.
5. Field Training Officers will be assigned to one of the four shifts under the supervision of the shift supervisor. The FTO will be under the direct supervision of the shift supervisor for the specific shift he or she and the recruit are assigned [CFA 10.07C.]

**D. Field Training Officer Salary Additive**

Sworn law enforcement officers, who are officially assigned as a Field Training Officer by the Chief, shall be eligible for a 4% additive while assigned Field Training Officer responsibilities.

1. An employee assigned as a Field Training Officer, and who meets the conditions specified above, shall be additionally compensated with a 4% salary increase during such period of time that the employee is assigned Field Training Officer responsibilities.
2. During such time as the Field Training Officer is not actually and actively performing FTO duties and responsibilities at the discretion of the Chief the salary additive may be removed. If the employee's status as a Field Training Officer is removed or revoked, the employee's salary compensation shall be reduced to the normal and regular salary compensation that existed prior to the assignment as a Field Training Officer.
3. The salary additive is in accordance with the provisions of the Florida Police Benevolent Association collective bargaining agreement.
4. The salary additive will not be removed from FTO's accepting temporary internship assignments in the Training Section or Investigation Section.

**E. Field Training Officer Inactive Status and Involuntary Removal**

1. Inactive Status. A Field Training Officer may be classified as inactive due to:
  - a. Promotion or reassignment.
  - b. Assignment to light duty.
  - c. After reassignment or assignment to light duty for a period of 365 days or longer, the officer will have to complete the FTO Selection Process before being reassigned FTO duties and responsibilities.

2. Involuntary Removal. Field Training Officers serve in an assigned capacity at the direction of the Department and can be removed at any time with cause. Examples of "cause" may include, but are not limited to:
  - a. Poor performance as documented and defined by the Training Coordinator or supervisor.
  - b. Poor interaction with assigned personnel, i.e. evaluations from Officers in Training and Supervisors.
  - c. Failure to attend scheduled Field Training Officer training.
  - d. Poor physical conditioning.
  - e. Violation of Department general orders and/or other policies and procedures.
  - f. Poor performance as documented by a supervisor.
  - g. An FTO can be removed at any time at the discretion of the Chief.
  - h. Poor performance and leadership in their routine duties may result in involuntary removal. This may include poor decision making, ethical violations and the inability to properly document.

Currently assigned FTO's shall be required to meet or maintain the eligibility standards required for officers entering the FTO selection program as noted in Section C. Current FTO's may be removed and a new selection process conducted to meet Departmental needs at any time.

**F. Field Training Officer Duties/Responsibilities**

Field Training Officers will evaluate the probationary officer, correct minor problems, and provide assistance while in a direct supervision role. If major problems present themselves, the trainee will be reassigned to the Training Division for additional and/or remedial instruction based upon the trainee's cited deficiencies.

1. Field Training Officers shall properly instruct the new officers in the procedures that will enable them to perform at maximum efficiency. Instruction shall be based upon the content and sequence of curricula within the Department's *Field Training Officer's Manual*.
2. Field Training Officers shall, by example in performance and leadership, demonstrate the daily duties associated with the particular shift and assignment.
3. Field Training Officers shall explain and perform the requirements associated with thorough, accurate, and detailed report writing skills.
4. The Field Training Officer will be responsible for completing all administrative tasks associated with the training process.
  - a. Work schedules of Field Training Officers and assigned probationary officers will correspond.
  - b. In the event that a Field Training Officer is required to take sick leave or emergency leave during an assigned training period, the probationary officer will be placed with another Field Training Officer. If another Field Training Officer is not available, the probationary officer will be placed with a shift supervisor.
  - c. Compensatory time off, use of annual leave, etc. will be kept to a minimum while assigned a probationary officer.
  - d. Field Training Officers are subject to switch their schedules due to Departmental needs such as an OIT who needs to rotate to the night shift and there is no FTO available.
  - e. Probationary officers will not be given a solo assignment until they have been approved to work as a one-person patrol unit.

5. Through effective evaluation, the Field Training Officer will apprise the Department of trends critical to advancement and maintenance of professional standards. The Field Training Officer has a responsibility to:
  - a. Draw conclusions as to the effectiveness of the Field Training Program.
  - b. Call attention to deficiencies in training based upon field performance in relation to instruction rendered.
  - c. Call attention to deficiencies in training based upon field performance in relation to instruction rendered.
  - d. Draw attention to weaknesses in the Departmental selection process.
  - e. Establish justification for dismissal of improperly motivated employees through the documentation of incidents, counseling, and failures to rectify the situation.
6. The Field Training Officer will be responsible to impart a positive attitude upon the new officer with regard to policies, rules, and procedures by:
  - a. Demonstration of professional pride.
  - b. Clear and concise communication, to include documentation.
  - c. Promotion of harmony and teamwork.
  - d. Acceptance of responsibility for actions.
7. Field Training Officers shall note any apparent or potential deficiencies in Academy training of recruits and communicate such to the Department's Field Training Coordinator, who, in turn, shall further communicate such deficiencies to appropriate Academy officials.
8. The Department's Field Training Coordinator shall schedule probationary officer field shift rotations in accordance with the sequence and content of curricula within the Department's *Field Training Officer's Manual* or other circumstances that would require a shift rotation.

**G. Field Training Evaluations [CFA 10.07 D & E]**

Evaluations will be made daily, weekly, and tri-weekly. The evaluations will be reviewed and signed by the probationary officer, Field Training Officer, Field Training Coordinator, Shift Supervisor and Training Coordinator. The probationary officer will be rated based on the seven-point scale numerical performance rating system outlined in the evaluation guidelines section of the Field Training Officer Manual.

1. All weekly evaluations will be completed by the shift supervisor, reviewed and signed by the probationary officer, the Field Training Officer, the shift supervisor, Field Training Coordinator and the Training Coordinator.
2. Tri-weekly evaluations (Phase Movement Meetings) will be attended by the shift supervisor, Field Training Officer(s), Field Training Coordinator, and Training Coordinator.
3. All tri-weekly evaluations will be reviewed and signed by the Field Training Officer, the Shift Supervisor, Field Training Coordinator or the Training Coordinator.

**Glossary**

**Area of Deficiency** - Specific competencies that relate directly to officer safety, public safety, report writing, knowledge of legal and Departmental procedure, radio procedure, or driving skill.

**CJSTC** - Criminal Justice Standards Training Commission.

**FTO** - Field Training Officer.

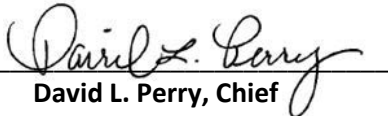
**Probationary Officer** - Sworn officer who has completed CJSTC police recruit training requirements; is employed by the Department; is progressing through training, and has the time in-service requirements required by Department policy and state law.

**Recruit** - an individual participating in CJSTC police academy training.

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**Attachments**--None

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