

JACKSONVILLE POLICE DEPARTMENT

Policy: 8-6
Effective: 01-01-09
Revised: 01-13-21

FIELD TRAINING OFFICER

PURPOSE: The Jacksonville Police Department, in keeping with community expectations for a professional police service, has established the Field Training Officer Program. The mission of the Jacksonville Police Department Field Training Officer Program is to prepare new recruits to perform the essential duties of a police officer and to enhance the professionalism through continuous quality improvement. Each new recruit will receive twelve (12) weeks of training through the FTO Program, unless specified otherwise by the Chief of Police. (3.11)

POLICY: It shall be the policy of this Department to utilize this guideline to train probationary/new recruit officers so that they will be able to meet certain goals and objectives, and to function in a safe, skillful, productive and professional manner.

PROCEDURES:

I. FIELD TRAINING OFFICER QUALIFICATIONS

- A. Have a minimum of three (3) years of full-time experience and a General Certificate in Law Enforcement.
- B. Have and maintain an exemplary record with the Jacksonville Police Department.
- C. Be thoroughly committed to the mission, values and goals of all Department programs in general, and in the Field Training Program in particular.
- D. Be sincere, self-motivated, interested in people, sensitive to public concerns, and looking for self-improvement.
- E. Consistently demonstrates above average performance in his duties.
- F. Training for certification of the FTO will be conducted via an approved course as specified in the Commission on Law Enforcement Standards and Training (CLEST) Rules and Regulations Manual. In-service training will be provided as it relates to field training and evaluation. (3.12)
- G. Be recommended to become an FTO by their immediate supervisor.

II. FIELD TRAINING OFFICER CHAIN OF COMMAND

The FTO chain of command structure will be as follows:

- A. Field Training Officer Coordinator (FTOC) - Lieutenant in charge of the program.
- B. Patrol Division Captain.
- C. Chief of Police.

NOTE: Applies to FTO Program only; all other duties follow regular chain of command structure.

III. FIELD TRAINING OFFICER PROGRAM

- A. The Field Training Officer possesses and exercises positional authority over the probationary officer (PO) assigned to them.
- B. This office will use a twelve (12) week rotating schedule for its Field Training Program.
 1. New recruits will not begin the FTO program until they have successfully completed the Law Enforcement Training Academy. Once a recruit graduates from the academy, he will

- be given a duty assignment by FTOC advising him which shift to report and begin the FTO program.
2. The recruit will have three (3) assigned FTOs during the twelve week program. New recruits will be assigned to FTOs on four week rotations. (3.11; 3.15)
 3. Each FTO will be responsible for ensuring that the new recruit is oriented to the program, and ensuring that the new recruit's manual is completely signed off prior to the completion of the program.
 4. Certified officers may be exempt from the full twelve (12) week program at the discretion of the FTO chain of command, but may not be less than six (6) weeks of training. (3.11)
- C. The FTO will complete a Daily Observation Report (DOR), and if needed, the Daily Training Notes and Remedial Training Assignment Worksheet (JPD Form 8-6a, b, d) each day that he is training a new recruit. These reports are then submitted to the Field Training Officer Coordinator (FTOC). The FTOC will brief the Patrol Division Commander and the Chief of Police on those POs whose DOR's indicate a failure to progress in training. The new recruits will be evaluated on his daily performance on particular assignments. Some areas that will be evaluated are: (3.14)
1. Field performance;
 2. Report writing;
 3. Problem solving; or
 4. Knowledge of difference statutes;
 5. Ability to deal with the public in a professional and safe manner.
- D. The FTO will complete an End of Phase Report (EOP) (JPD Form 8-6c) at the conclusion of a four (4) week phase. These reports are then submitted to the FTOC for his review, then up the chain of command to the Chief of Police.
- E. At the successful conclusion of the twelfth (12th) week of training the PO will be assigned to an FTO for a one (1) week check ride. During the check ride week the evaluator will strictly be an observer and evaluator of the PO's performance and conduct. The FTO will take no action to correct the PO unless there is a risk of injury or to prevent actions which would place the Department in legal jeopardy. No feedback on performance will be given to the PO until the completion of the check ride week. The check ride will consist of thirty-six (36) hours of observation. During the check ride week, the FTO will wear business casual attire suitable for attendance at an off-site class, body armor and sidearm. In order to be released from training, the PO must achieve a rating of "4" or better in each evaluation category.
- F. If the PO has not achieved this rating level at the end of the twelfth (12th) week of training, the FTO, FTOC, and Patrol Division Commander will meet and discuss the following options:
1. Place the PO in a two (2) week remedial training period; or
 2. Recommend termination.
- G. At the conclusion of the check ride the FTO will prepare a Check Ride Performance Report (JPD Form 8-6h). The PO must meet the minimum standard of performance in all areas in order to pass the check ride. If the PO does not achieve this rating level, the FTO, FTOC, and Patrol Division Commander will meet and discuss the following options:
1. Place the PO in a two (2) week remedial training period; or
 2. Recommend termination.
- H. In either case, if termination is recommended, the PO will be relieved of all enforcement police duties pending final action.
- I. At the end of the Field Training Officer Program, and after the check ride is complete, an End of Rotation Report (JPD Form 8-6e) will be completed and forwarded to the Chief of Police for his signature. This form will be filed with the PO's FTO paperwork.
- J. During the training and evaluation period the FTO/PO team will not be treated as a two officer unit. Should a call require two (2) officers to respond, a back-up unit will be assigned.