

<b>PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS</b>			
<b>General Order: 22.17</b>	<b>Effective: 05/07/2018</b>	<b>Supersedes: 06/01/2016</b>	<b>Number of Pages: 3</b>
<b>TRAINING: FIELD TRAINING OFFICERS</b>			

The position of Field Training Officer (FTO) carries with it a great deal of responsibility. An FTO must assist a newly trained officer in applying the theoretical knowledge learned in basic training to the real world of law enforcement. This assistance is critical to the success of a new officer, for this reason the position of FTO is designated as a 'specialized assignment'. The Department's FTO program consists of the following:

**A. Requirements**

1. Minimum two (2) years of service beyond release from solo duty and not currently on probationary status.
2. No more than one written reprimand within the last twelve (12) months.
3. No more than two (2) preventable crashes within the last two (2) years.
4. Last performance evaluation of "*Fully Achieves*" or higher.
5. Favorable endorsement by the member's chain of command.
6. Successful completion of an Academy approved Standardized Field Sobriety Testing (SFST) course.

**B. Selection Process**

1. Memorandum from member to Chief of Police requesting FTO status.
2. Eligible officers desiring consideration for FTO status for the first time must submit their written request to the Chief of Police through the chain of command.
3. Positive recommendations from immediate supervisor(s), Watch Commander, District Commander, and Operations Commander.
4. Memorandum is forwarded to Academy Field Training Coordinator.
5. Successful completion of FTO School.
6. Final recommendation by Academy Field Training Coordinator.
7. In order to meet training needs, supervisors may also recommend members for appointment as an FTO.
8. Approval by the Chief of Police.

**C. FTO Training**

1. First time FTOs must successfully complete the Academy prescribed training course.
2. Upon the recommendations of the FTO Coordinator, FTOs who have left the program because of transfers, disciplinary actions, or other reasons may be required to attend an Academy prescribed training course again.
3. FTOs shall be required to attend a FTO refresher course every 3 years.

#### D. Responsibilities

1. Once the FTO receives notification that a Police Recruit has been assigned to him/her every effort should be made to meet with the Recruit as soon as possible. The FTO is expected to meet with their Recruit three to five times throughout the course of basic training (the exception being experienced officers hired and attending only two weeks of training). All FTOs are required to meet with their assigned Recruit once during their training. On occasion this meeting may not be possible and will be handled by the FTO Coordinator or the district FTO liaison. Suggested events to observe are practical exercises, use of force decision making scenarios, end of session evaluations, etc. All meetings will be tracked by the FTO Coordinator. Any exceptions to this requirement will be approved by the District Commander.
2. During the field training period the FTO is responsible for completing a Daily Observation Report for every day the Probationary Officer is assigned to them. These will be completed in a timely manner and forwarded to the Field Training Coordinator. The FTO is responsible for completing a Weekly Observation Report at the end of every five day tour of duty. This report will be completed in a timely manner and forwarded through the Operations Division chain of command and then to the FTO Coordinator. At the conclusion of the field training program, the FTO is responsible for completing all the required paperwork for the Probationary Officer to be released to solo duty. Once all the needed signatures have been obtained the paperwork is to be delivered to the Field Training Coordinator.
3. The FTO is also responsible for the completion of the Probationary Officer's Field Training Manual to include the Field Training Daily Observation Report Tracker. This form is essential in tracking which FTO the Probationary Officer rode with during each day of his/her FTO period and is most helpful in locating missing paperwork. When this is completed it will be delivered to the Field Training Coordinator with the release to solo duty paperwork.
4. The Field Training Coordinator will send an email indicating that a Probationary Officer has met all Field Training requirements and is authorized for solo duty after ALL of the below documentation are received by the Academy:
  - a. All Daily Observation Reports.
  - b. The Solo Duty Form signed through the District Commander; which is a notification to the Field Training Coordinator that the Probationary Officer has met with the District Commander.
  - c. The completed DCJS B-13 form (with signature).
  - d. The completed Field Training manual with all lines initialed and dated.
  - e. The completed Field Training Daily Observation Report Tracker.

#### E. Removal

1. Members may be removed from the program if they do not maintain the guidelines set forth in the recommended requirements or are unsatisfactory in their performance as a Field Training Officer.
2. The Field Training Coordinator is tasked with the review of FTO reports to ensure that FTOs are complying with program requirements.
3. Supervisors are tasked with monitoring FTOs to ensure that they are training probationary officers appropriately.
4. Removal from the program shall be the decision of the Chief of Police.

#### F. FTO Compensation

FTO is considered a 'specialized assignment' and those designated as FTOs will be entitled to additional compensation, the amount to be set by Departmental policy, when assigned a Probationary Officer for the standard Field Training program. Those FTOs that fill in on a temporary basis and FTOs assigned a probate who has been extended will receive one hour of OT pay for each day they are responsible for a Probationary Officer.