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## Field Training Officer Program

### 416.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Santa Ana Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and develop all the skills needed to operate in a safe, productive and professional manner.

### 416.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in supervision, training and evaluation of entry level and lateral police officers in the application of their previously acquired knowledge and skills.

#### 416.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO
- (b) Minimum of four years of sworn patrol experience, two of which shall be with this department
- (c) Demonstrated ability as a positive role model
- (d) Participate and pass a written and an internal oral interview selection process
- (e) Possess a POST Basic certificate
- (f) Attainment of "e" step pay bracket

#### 416.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

### 416.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The FTO Program supervisor should be selected from the rank of corporal or above by the Administration Bureau Commander or a designee.

The responsibilities of the FTO Program supervisor include the following:

- (a) Assignment of trainees to FTOs

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- (b) Conduct FTO meetings
- (c) Maintain and ensure FTO/trainee performance evaluations are completed
- (d) Maintain, update and issue the Field Training Manual to each trainee
- (e) Monitor each trainee's performance and progress
- (f) Monitor individual FTO performance
- (g) Monitor overall Field Training Program
- (h) Maintain liaison with FTO coordinators of other agencies
- (i) Maintain liaison with recruits and academy staff on recruit performance during the academy
- (j) Develop ongoing training for FTOs

The FTO Program supervisor will be required to successfully complete a POST approved Field Training Administrator's Course within one year of appointment to this position (11 CCR 1004(c)).

### **416.4 TRAINEE DEFINED**

Any entry level or lateral police officer newly appointed to the Santa Ana Police Department who has successfully completed a POST approved Basic Academy.

### **416.5 REQUIRED TRAINING**

Entry level and lateral officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 23 weeks.

The training period for a lateral officer may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of 12 weeks, beginning Phase I, of the Field Training Program.

All entry level and lateral officers shall be required to successfully complete Phase V of the Field Training Program.

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program.

#### **416.5.1 FIELD TRAINING MANUAL**

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Santa Ana Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations adopted by the Santa Ana Police Department.

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### **416.6 EVALUATIONS**

Evaluations are an important component of the training process and shall be completed as outlined below.

#### **416.6.1 FIELD TRAINING OFFICER**

The FTO will be responsible for the following:

- (a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the FTO Program Supervisor on a daily and weekly basis.
- (b) Review the Daily Trainee Performance Evaluations with the trainee each day.
- (c) Review the Weekly Trainee Performance Evaluations with the trainee each week.
- (d) Complete a detailed end-of-phase performance evaluation on his/her assigned trainee, documented on the Weekly Trainee Performance Evaluation, at the end of each phase of training.
- (e) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

#### **416.6.2 IMMEDIATE SUPERVISOR**

The FTOs immediate supervisor shall review and approve the Weekly Trainee Performance Evaluations and forward them to the Field Training Officer Program Supervisor.

Supervisors will continuously evaluate the training performance of FTOs working under their command to ensure they meet the minimum qualifications required of a Field Training Officer. The employee's performance as an FTO shall be documented in his/her annual evaluation. The evaluation will be based on a review of the FTOs personnel record, disciplinary history, input from the Field Training Program Supervisor, report writing ability and training performance while assigned a trainee.

#### **416.6.3 FIELD TRAINING PROGRAM SUPERVISOR**

The Field Training Program Supervisor will review and approve the Daily and Weekly Trainee Performance Evaluations submitted by the FTO or through his/her immediate supervisor.

#### **416.6.4 TRAINEE**

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program. Trainees will rate FTOs on their ability to communicate, their training methods, their knowledge of laws, their conduct, their ability to handle the public and their ability to provide adequate training.

### **416.7 DOCUMENTATION**

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

- (a) Daily Trainee Performance Evaluations
- (b) Weekly Trainee Performance Evaluations, including end of phase evaluations

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- (c) A Certificate of Completion (POST Form A.9-1) certifying that the trainee has successfully completed the required number of hours of field training