
Field Training

417.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties, fire and EMS duties; and introduce the policies, procedures and operations of the Kalamazoo Department of Public Safety. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

417.2 POLICY

It is the policy of the Kalamazoo Department of Public Safety that all newly hired or appointed public safety officer trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

417.3 FIELD TRAINING

The Department shall establish minimum standards for field training, which should be of sufficient duration to prepare public safety officer trainees for law enforcement duties. The field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement, fire and EMS duties of this department.

To the extent practicable, field training should include procedures for:

- (a) Issuance of training materials to each trainee at the beginning of his/her field training.
- (b) Daily evaluation and documentation of the trainee's performance.
- (c) A multiphase structure that includes:
 1. Four phases (Phases 1, 2, 3, and Shadow Phase). The typical duration of Phases 1, 2, and 3 are approximately 4 weeks each but may be shortened or lengthen by the FTO Coordinator to accommodate additional training or move a trainee to the next phase for exceptional learning.
 2. A formal bi-weekly and end of phase evaluation progress report completed by the FTO Supervisor involved with the trainee and submitted to the FTO coordinator.
 3. Assignment of the trainee to a variety of shifts and geographical areas.
 4. Assignment of the trainee to a rotation of FTOs in order to provide for an objective evaluation of the trainee's performance.

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- (d) The trainee's confidential evaluation of his/her assigned FTOs and the field training process.
- (e) Retention of all field training documentation in the public safety officer trainee's training file including:
 - 1. All performance evaluations.
 - 2. A certificate of completion certifying that the trainee has successfully completed the required number of field training hours.

417.4 FTO COORDINATOR

The Chief of Public Safety shall delegate certain responsibilities to the Training Division Commander who serves as the FTO coordinator.

The FTO coordinator may appoint a senior FTO supervisor(s) to assist in the coordination of FTOs and their activities.

The responsibilities of the coordinator include, but are not limited to:

- (a) Assignment of trainees to FTOs.
- (b) Conducting FTO meetings.
- (c) Maintaining and ensuring FTO and trainee performance evaluations are completed.
- (d) Maintaining, updating and issuing department training materials to each FTO and trainee.
- (e) Developing ongoing training for FTOs.
- (f) Mentoring and supervising individual FTO performance.
- (g) Monitoring the overall performance of field training.
- (h) Keeping the Shift Commander informed on the trainees' progress.
- (i) Maintaining a liaison with public safety academy staff on recruit public safety officer performance during academy attendance.
- (j) Performing other activities as may be directed by the Chief of Public Safety or designee.

The FTO coordinator will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position.

417.5 FTO SUPERVISOR RESPONSIBILITIES

The responsibilities of the FTO supervisor include, but are not limited to:

- (a) Reviewing daily performance evaluation
- (b) Meet with trainee and FTO at minimum two times during each phase of the FTO process.
- (c) Develop training strategies for FTO to assist in improving trainee's performance.
- (d) Completing a monthly evaluation report of his/her assigned trainee at the end of the month.

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- (e) Ensure that the trainee has successfully completed the required number of field training hours for each phase.
- (f) Immediately report any training deficiencies to the FTO Coordinator

417.6 FTO SELECTION, TRAINING AND RESPONSIBILITIES

417.6.1 SELECTION PROCESS

The selection of an FTO will be at the discretion of the Chief of Public Safety or the authorized designee. Selection will be based on the public safety officer's:

- (a) Desire to be an FTO.
- (b) Experience, which shall include a minimum of being an officer in good-standing and off probation.
- (c) Demonstrated ability as a positive role model.
- (d) Successful completion of a file review and an internal oral interview process.
- (e) Evaluation by immediate supervisor and shift lieutenant.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

417.6.2 TRAINING

A public safety officer selected as an FTO shall successfully complete a MCOLES certified (40-hour) FTO course within two years of selection. A public safety officer selected as an FTO Supervisor shall successfully complete an FTO Supervisor school within two years of selection.

417.6.3 TRAINING MATERIALS

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO supervisor regarding specific questions related to FTO or field training.

417.6.4 RESPONSIBILITIES

The responsibilities of the FTO include, but are not limited to:

- (a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.
 - 1. The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
 - 2. The FTO shall sign off on all completed topics contained in the training materials and evaluate the performance of his/her assigned trainee.
- (b) Completing and reviewing daily performance evaluations with the trainee.
- (c) Completing and submitting a written evaluation on the performance of his/her assigned trainee to the FTO supervisor on a daily basis
- (d) Providing the shift commander and/or FTO's zone sergeant with a verbal synopsis of any unusual occurrence needing guidance or clarification.