	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: M1303
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		Distribution: All
Title: FIELD TRAINING PROGRAM		Section: Training
Issued: 08/30/2011	Effective: 09/07/2011	Revised: 10/22/2014
Rescinds: All Previous	Amends:	
CALEA References: 33.4.2, 33.4.3		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to describe the department's field training program and the requirements for field training officers and new officers in the program.

II. Policy

All newly hired officers are required to successfully complete the department's field training program. The field training program is a 14 week, three phase training program designed to develop the confidence and competence of newly hired patrol officers. The program is administered by specially trained and experienced officers and is supervised by the Field Training Program Coordinator and overseen by the Operations Commander. The program incorporates classroom lectures, practical exercises and in-service assignments to build the new officer's core competencies.

III. Definitions

(This section intentionally left blank).

IV. Regulations

(This section intentionally left blank).

V. Procedures

A. Field Training Officers

Rev. 10042012

1. Field Training Officers will be selected in accordance with General Order M1222 Specialized Assignments by the Chief of Police following the selection process and recommendations from the Field Training Program Coordinator and Operations Commander (33.4.3b).
2. Officers selected to be Field Training Officers must have the following qualifications before performing the roles of an FTO unless the requirements are waived by the Chief of Police:
   a. Successfully completed a Field Training Officer training class provided by the Kansas Law Enforcement Training Center or other qualified training class as determined by the Chief of Police (33.4.3e).

3. In-Service training for Field Training Officers (FTO) will be held before the beginning of training of each new officer. The training will be conducted by the Field Training Program Coordinator and will be a review of FTO responsibilities and FTP trainee requirements (33.4.3e).

B. Field Training Program Guidelines

1. The Field Training Program (FTP) will be administered by the department's Field Training Program Coordinator, who is a patrol supervisor appointed by the Chief of Police, and overseen by the Operations Commander.
2. Rev. 10042012 The FTP Coordinator shall be the liaison between the department and the Kansas Law Enforcement Training Center to ensure the FTP is allied with the academy so that FTOs are aware of what skills and subjects have been taught and what roles the FTOs are to assume (33.4.3d).
3. The field training duties of Field Training Officers (FTO's) will be supervised by the Field Training Program Coordinator and the Watch Commander of the shift that the FTO and trainee are assigned (33.4.3c).
   a. The Field Training Program Coordinator will be responsible for ensuring that the FTP is being followed, proper FTP reports are being submitted, and that the trainee is achieving desired outcomes.
   b. The Watch Commander will be responsible for ensuring the FTO and trainee are operating within department policy and procedures during their daily work assignments and calls for service.
4. The FTP will be at least 14 weeks in length for officers who have not previously held law enforcement certification.
   a. The first phase will be six weeks in length (21 shifts) and should occur on the day shift. The first phase may occur prior to attendance at KLETC upon approval of the Chief of Police (33.4.3f).
   b. The second phase will be six weeks in length (21 shifts) and should occur on the night shift. The second phase must occur after successful completion of KLETC classroom training (33.4.3a, 33.4.3f).
   c. The third phase will be two weeks in length (7 shifts) and can occur on the day or night shift as determined by the Field Training Program Coordinator (33.4.3f).
5. During Phase 3 training, a patrol supervisor will ride with the officer as a plain clothes observer to determine if the officer is ready to be released from the FTP. Rev. 10222014 The observing supervisor should not interfere with the officer's performance of duties unless it is required to ensure the safety of the officer or others, or to prevent the officer from committing a serious policy violation. The observing supervisor will carry a firearm but must keep the firearm concealed unless it is needed.
6. Trainees with prior full-time law enforcement experience may complete the field training program prior to the 14 weeks if they are able to demonstrate

competence and confidence in all areas of instruction and the early release is approved by the assigned FTO's, Field Training Program Coordinator, Operations Commander and Chief of Police.

7. Field training will be conducted by department approved field training officers. If there is a shift where a field training officer is not available to provide training to the trainee (i.e. illness), then that shift will not be counted towards the minimum number of shifts for that phase. Field Training Officers should limit their time off while engaged in field training.
8. Prior to the start of training a newly hired officer, the Field Training Program Coordinator and Operations Commander will identify the FTO's who will be conducting the trainee's field training.

Rev. 10222014

   a. One FTO will be assigned to conduct the training in phase one and a second FTO will conduct the training in phase two.
   b. The department's Field Training Program Coordinator or other qualified supervisor will conduct the third phase training.
9. Each shift will have an associated lesson plan based on a curriculum of the most frequent assignment duties for patrol officers (33.4.2a). The FTO must see that the trainee receives the information contained in the lesson plan and is given ample opportunity to complete the minimum requirements for each phase of the FTP.
10. The trainee must demonstrate competency in every topic of instruction through a department constructed knowledge test, or through a scenario or role play test (33.4.2b).
11. Trainees must complete the minimum requirements for a particular phase before being released to the next phase of the program.
12. All checklists and daily observation reports (DORs) will be approved by the FTO and then submitted to the Field Training Program Coordinator for approval. Paperwork for cases investigated by the trainee should be reviewed by the FTO and submitted to the Watch Commander for approval. The Field Training Program Coordinator should periodically review case work submitted by the trainee (33.4.3h).
13. If the trainee is not progressing as scheduled, the FTO can recommend that the trainee be temporarily pulled from the FTP for remedial training. The recommendation must be approved by the Field Training Program Coordinator and the Operations Commander. Remedial training does not count towards the requirements for the minimum number of shifts in the FTP.
14. After making every effort to ensure the successful completion of the program, the FTO can make a recommendation to have the trainee removed from the program if the FTO feels, based on the trainee's observed and documented performance, the trainee is unable to perform the duties of a law enforcement officer. The Field Training Program Coordinator shall reassign the trainee to another FTO for further evaluation. If the second FTO reaches the same

conclusion then the Field Training Program Coordinator shall recommend through channels to the Chief of Police that the trainee be terminated from employment.

Rev. 09252013

15. Upon satisfactory completion of the FTP, and prior to being assigned to the streets, the Operations Commander will notify the Chief of Police anytime an officer completes the Field Training Program.

C. Documentation

1. Lesson Plan Checklists – Each shift has an assigned lesson plan. The FTO will complete the checklists associated with each lesson plan and document what type of testing was used to determine competency. The FTO will acknowledge that competency was demonstrated by initialing and dating each section of the checklists. The trainee will acknowledge their affirmation of competency by initialing and dating each section of the checklists. Lesson plan checklists will be turned in to the Field Training Program Coordinator at the conclusion of every phase (33.4.3h).
2. Daily Observation Reports (DOR) – With the exception of limbo periods, the assigned FTO will complete a DOR at the end of every shift. The DOR will document the trainee's observed behaviors, any verbal, written or role-play tests and results of those tests, and any remedial training occurring during the shift. The FTO will use the FTP Evaluation Guidelines when completing a DOR (33.4.3h, 33.4.3g).
3. Mandatory Learning Requirements – Each phase has a set of minimum learning requirements. The FTO must document the progress and completion of the learning requirements using the forms in the FTP manual. The Mandatory Learning Requirement reports will be submitted to the Field Training Program Coordinator upon completion of each phase (33.4.3h).
4. Call Log – The trainee is required to maintain a list of the calls they have responded to and his or her status as the primary officer or the backup officer. The log must be maintained throughout the course of the program and submitted to the Field Training Program Coordinator upon completion of the program.
5. Case Log – The trainee is required to maintain a log of all cases worked during the FTP. The log shall include the type of cases worked, their investigatory status and the day the report is submitted. The case log must be submitted to the Field Training Program Coordinator upon completion of the program.
6. The Field Training Program Coordinator will forward all FTP documentation to the Office of the Chief of Police where it will be maintained for 5 years after the employee has concluded employment with the department.

D. Program Effectiveness

1. The effectiveness of the FTP will be monitored throughout the program.
2. The Field Training Program Coordinator will meet with the assigned FTOs every seventh shift during the program to discuss the trainee's progress, any problems with the program and any discrepancies in training.
3. The Field Training Program Coordinator will also meet with the trainee every seventh shift to ensure training is being effectively delivered and review the trainee's progress.
4. The Field Training Program Coordinator will provide input for yearly evaluations to the evaluating supervisor for field training officers who have participated in the program during the previous year.
5. Trainees will complete exit interviews upon completion of the program.