

San Francisco Police Department

3.13

GENERAL ORDER

Rev.

10/07/98

FIELD TRAINING PROGRAM

~~This order describes the~~ **Field Training Program**

~~This order for probationary officers sets forth the responsibilities of the Field Training Program~~ and outlines the selection procedures for ~~field training officers~~ **Field Training Officers** and ~~sergeants~~ **Sergeants**.

I. POLICY

A. 3.13.01 PURPOSE ~~It is the policy~~

~~The goal of the San Francisco Police Department to establish and maintain a Field Training Program, in order to produce fully trained probationary officers who will be able to improve (SFPD) is to develop competent officers beginning in the Basic Police Academy, proceeding through the Field Training Program, and completing the probationary period. The Field Training Program is intended to provide a Peace Officer and Standards Training (POST) approved standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties. The Field Training Program provides clear standards for rating and evaluation to give trainees every reasonable opportunity to succeed. Ultimately, the Field Training Program strives to provide trainee officers the ability to acquire the knowledge, skills, and abilities to become competent and effective police officers who are committed to Safety with Respect.~~

3.13.02 FIELD TRAINING ROLES AND RESPONSIBILITIES

A. Field Training Office

~~The Field Training Office is assigned to the Training Division and is responsible for the following:~~

- ~~• Ensuring compliance with the SFPD's Field Training Program~~
- ~~• Monitoring trainee officers, and their skills steadily and safely without continuous immediate supervision progress, in the Field Training Program~~

- B. COMPLETION REQUIREMENT. All Coordinating the efforts of Field Training Personnel throughout the Department
- Monitoring all probationary officers who have completed field training
- Monitoring permanent officers returning to assigned patrol

B. Field Training Coordinator ~~the POST Basic~~

The District Station Commanding Officer shall consult with the Officer-in-Charge (OIC) of the Field Training Program and assign a Sergeant to be the station's Field Training Coordinator. The Field Training Coordinator shall serve as a liaison with the Field Training Office and is responsible for the following:

- Overseeing the Field Training Officer Program at the District Station
- Assigning trainees and members returning to patrol to station Field Training Officers
- Ensuring all applicable evaluations are completed
- Monitoring individual trainee performance and providing necessary updates to the Field Training Program
- Administering the return to patrol program

C. Field Training Sergeant

The Field Training Sergeant is responsible for oversight of the Field Training Officers and trainees assigned to their command. As such, their duties include, but are not limited to:

- Reviewing and acknowledging trainee evaluations
- Meeting with Field Training Office staff bi-weekly for performance discussions to provide guidance, input, and retraining
- Consulting the Field Training Office whenever serious performance issues arise
- Conducting weekly ride-a-longs and completing corresponding weekly performance evaluations for trainees

D. Field Training Officer

The Field Training Officer is a certified, experienced officer who trains and evaluates trainees, including members returning to patrol. Field Training Officers shall be respectful to their trainees. Field Training Officer responsibilities shall include, but are not limited to:

- Training, leading, and mentoring assigned trainees
- Completing daily evaluations of trainee performance
- Notifying the assigned FTO Sergeant, the station FTO Coordinator, and Field Training Office regarding trainee performance issues and assisting with any remedial training
- Attending Field Training Office bi-weekly meetings to discuss trainee performance

E. Trainee Officer

The Trainee Officer is any police officer that has successfully completed a POST approved Basic Academy. Trainees are to be respectful to Field Training Officers. The Field Training Officer's direction is to be accepted and followed at all times. Trainee expectations and evaluation ratings are detailed in the Field Training Workbook.

F. Reserve Officer

A Reserve Officer is a duly appointed, part-time sworn non-paid member of the SFPD. Reserve Officers must complete the field training program hours required for their designation level outlined in Department Manual 25, *Reserve Police Officer Manual*.

3.13.03 FRATERNIZATION

All field training personnel and members in the Field Training Program shall abide by the fraternization policy.

3.13.04 FTO ELIGIBILITY AND CERTIFICATION

A. Eligibility and Selection for Field Training Officer and Sergeant

A field training applicant shall be interviewed to assess their skills and abilities.

The OIC of the Field Training Program in conjunction with Human Resources shall coordinate the selection process as follows:

- Announce the opening of the application process via Department Notice and accept applications through Human Resources.
- Convene a selection panel, whose members may include the OIC of the Field Training Program, the Sergeant of the Field Training Program, a sergeant from the Patrol Division, and a representative from Human Resources.
- The representative from Human Resources will be responsible for scheduling the interviews with the qualified candidates.
- The representative from Human Resources shall forward the list of candidates who are endorsed by a majority of the panel to the Chief of Staff. The Chief of Staff and the Deputy Chief of the Administration Bureau will vet the candidates and make a recommendation as to whether they believe the candidate is qualified after reviewing their disciplinary history. The representative from Human Resources will notify the members not selected in writing and encourage the members to schedule a meeting with the OIC of the Field Training Program to discuss the matter. Non-selection will be subject to the grievance procedures.

Members selected to be a trainer shall successfully complete a POST certified (40-hour) Field Training Officer's Course ~~must satisfactorily complete the Field Training Program~~ prior to being assigned ~~regular patrol duties~~ as a Field Training Officer or Sergeant. Upon selection and completion of the POST certified FTO Course, members are expected to

fulfill a two-year commitment to train. Members assigned to non-training stations may be loaned to a training station based on the needs of the Department.

C. RESPONSIBILITIES

1. LINE MANAGEMENT. The ~~Prior Field Training Coordinator~~ shall have responsibility for management of the program at designated Field Training Stations.
2. LIAISON. The Field Training Coordinator shall act as a liaison between the district station captains, the Field Operations Bureau and the Staff Support Division, and shall report directly to the Deputy Chief of the Administration Bureau ~~interview process, the~~ Commanding Officer of the Training and Education Division.
3. STAFF SUPPORT. The ~~Commanding Officer, Training Division,~~ shall be responsible for logistical and staff support.

D. QUALIFICATIONS FOR FIELD TRAINING OFFICERS AND SERGEANTS.

1. EXPERIENCE. ~~Unless exempted by~~ send the names of potential FTO applicants through the chain of command to the Chief of Police, Field Training Officer (FTO) and Field Training Sergeant (FTO Sergeant) candidates shall have a minimum of three years experience in the Patrol Division.
2. COMPETENCY. Selection of Field Training Officers and Sergeants shall be based upon demonstration overall competency as police officer or police supervisor and the ability to train others, provide positive reinforcement and act as role model.

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3. COMPLAINT/DISCIPLINARY HISTORY. Officer and sergeants whose records show a significant history of complaints that demonstrate an unacceptable pattern of behavior (as per early warning guidelines in Department General Order 3.19, System), or whose histories indicate appropriate role models for Complaint Early Warning that they would not be probationary officers, will not

be selected as an FTO or FTO Sergeant. The following process will be used Staff to make this determination.

- a. An officer's or sergeant's disciplinary and complaint records will be reviewed by ensure the member is eligible to be an FTO. The Chief of Staff shall notify the Field Training Office. The number of complaints and any patterns of conduct evidence by the complaints are the primary factors that will be considered. A complaint with disposition of Proper Conduct or Unfounded will not be counted in the number of complaints received against the member. Any pending case of a serious nature could result in a member being placed on inactive FTO status or in his or her application being suspended until the investigation is completed and a disposition made.
 - b. Any specific disciplinary action or pattern of disciplinary action during an officer's or sergeant's career could disqualify a member from participating in the Field Training Program.
 - c. Any disciplinary action for Class "A" or "B" Misconduct within five years shall be disqualifying from the Field Training Program. Disciplinary action for Class "A" or "B" Misconduct beyond five years of application shall be reviewed by the Chief of Police to determine if the member has demonstrated rehabilitation. Rehabilitation shall be demonstrated by conforming to and successfully completing a program of recovery or retaining, or rehabilitation shall be demonstrated by a pattern of proper conduct over a significant period of time. The Chief of Police shall have the discretion to determine if the member has demonstrated rehabilitation.
 - d. Any disciplinary action resulting in suspension for Class "C" and "D" Misconduct within two years of application shall be disqualifying from the Field Training Program. The disciplinary action for Class "C" and "D" Misconduct beyond two years of application shall be reviewed by the Chief of Police to determine if the member has demonstrated rehabilitation. Rehabilitation shall be demonstrated by conforming to and successfully completing a program of recovery or retraining, or rehabilitation shall be demonstrated by a pattern of proper conduct over a significant period of time. The Chief of Police shall have the discretion to determine if the member has demonstrated rehabilitation.
4. Consistent with existing law, special efforts shall be made to recruit women and minority officers as FTO's and FTO Sergeants.

H. PROCEDURES

A. SELECTION PROCESS FOR FIELD TRAINING OFFICERS AND SERGEANTS

- ~~1. FIELD TRAINING COORDINATOR. The Field Training Coordinator shall coordinate the selection process as follows:
 - ~~a. Announce the opening of the application process and accept applications.~~
 - ~~b. Obtain recommendations by the applicant's most recent supervisor or superior.~~
 - ~~c. Convene a selection panel, whose members shall include the Field Training Coordinator, a commanding officer from the Patrol Division and either a lieutenant or sergeant with Field Training experience from the Patrol Division.~~
 - ~~d. The Field Training Coordinator shall forward through channels to the Chief of Police a list of candidates who are endorsed by a majority of the panel.~~
 - ~~e. The Field Training Coordinator shall forward through channels to the Chief of Police a list of candidates who are not endorsed by the selection panel, along with reasons for their non-endorsement. Members who are not selected will be notified in writing, given the reasons, and encouraged to schedule a meeting with the Field Training Coordinator to discuss the matter. Non-selection will be subject to grievance procedures.~~~~

~~2. RESPONSIBILITIES OF THE SELECTION PANEL.~~

- ~~a. The panel shall review the supervisor's recommendations and are disqualified from serving as FTOs due to disciplinary or other records including, but not limited to, those of the Performance Improvement Program (PIP), Personnel Division, Office of Citizen Complaints (OCC), Management Control Division, Legal Division, Equal Employment Opportunity (EEO) and training records matters.~~
- ~~b. In order to protect the attorney-client privilege, the selection panel shall limit the review of Legal Division records to public information material (e.g., claim registers, civil complaints, All Field Training Officers and judgments).~~

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~~e. The panel shall review~~ Sergeants must complete the Field Training Officer Update Course every three years and meet all ~~candidates in order to further ascertain~~ legal and POST training mandates to maintain their ability to participate in the program.

~~3. CHIEF'S APPROVAL. Final approval of FTO and FTO sergeant candidates rests with the Chief of Police.~~

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~~B. TRAINING, CERTIFICATION AND DE-CERTIFICATION OF FTO'S AND FTO SERGEANTS. The Field Training Coordinator shall coordinate the training, certification and de-certification of FTO's and FTO sergeants as follows.~~

~~1. Provide training for approved candidates at a POST-certified field training course prior to their participation in the program.~~

~~2. Provide ongoing update training as required.~~

~~B. 3. Review FTO member's complaint history for patterns of inappropriate behavior~~ **Field Training Officer and disciplinary actions as provided by OCC Sergeant Removal and MCD through Department Early Warning System. Determine if the member should be removed from the program or Decertification**

Field Training Officers and Sergeants may be temporarily removed from the program pending resolution of disciplinary investigations. This would also include EEO investigations a disciplinary investigation or at any time at the discretion of the OIC of the Field Training Program.

~~4. Prepare memoranda through channels to the Chief of Police, recommending de-certification of an FTO or an FTO sergeant in any of the following cases:~~

~~a. an FTO or an FTO Sergeant transfers out of the Patrol Bureau for more than six months.~~

~~b. an FTO or an FTO Sergeant does not~~ Field Training Officers and Sergeants may be decertified for failing to perform duties in a satisfactory manner:_____

~~e. an FTO or an FTO Sergeant commits a serious violation of Field Training rules and guidelines.~~

~~d. an FTO or an FTO Sergeant is involved in any or due to disciplinary action which would have prevented the member from qualifying for the program.~~

~~e. an FTO who is not available to train for a period of one year or more will have his or her status reevaluated by FTO staff.~~

~~5. Maintain permanent records of training, certification and de-certification.~~

~~C. PROGRAM SUMMARY. In order affecting the ability of the field trainer to promote standardization, improve policies and procedure, and correct program deficits, the perform their duties. The Chief of Staff shall notify the OIC of the Field Training Coordinator shall submit Program when sustained findings with disciplinary action includes decertification. Disciplinary action that has been sealed pursuant to the Chief of Police a program summary report at the conclusion of each fiscal year Memorandum of Understanding shall not be considered.~~

Reference

DGO 3.19, Complaint Early Warning System