



**TOWN OF SENECA FALLS POLICE
DEPARTMENT
GENERAL ORDER**



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| GENERAL ORDER #: 205 | RESCINDS: New |
| SUBJECT: Field Training | NYS ACCREDITATION: 32.5 |
| EFFECTIVE DATE: 07/01/2013 | |
| BY ORDER OF: Stuart W. Peenstra, Chief of Police | |

- I. **PURPOSE:** The purpose of this order is to establish a Field Training and Evaluation Program for recruit officers of the Town of Seneca Falls Police Department.
- II. **BACKGROUND:** Field training affords recruits the opportunity to practically apply the theory taught in the classroom. In addition, by combining knowledge that was gained in the classroom and field training, the program allows recruit performance to be closely monitored to ascertain whether they can actually perform required functions.
- III. **POLICY:** It is the policy of the Town of Seneca Falls Police Department that all recruit officers shall undergo a period of supervised field training and evaluation prior to assuming field assignments. The Chief of Police shall be responsible for the field-training program which shall be administered by the Field Training Coordinator (FTO Supervisor) and Field Training Officers.

**IV.
PROCEDURE:**

A. GOALS OF THE FIELD TRAINING AND EVALUATION PROGRAM - The goals of the Town of Seneca Falls Police Department's Field Training and Evaluation Program shall be to:

- 1. Provide recruit officers with supervised field experiences following the completion of police academy training.
- 2. Provide recruit officers with instructions in policies, procedures, and Rules and Regulations that are specific to the department.
- 3. Evaluate the performance of recruit officers in order to determine, at the earliest point, their suitability for continued employment.

B. ORGANIZATION OF THE FIELD TRAINING AND TRAINING PROGRAM

- 1. All recruit officers shall undergo a period of supervised field training and evaluation.
No recruit may be elevated to regular duty assignment until all requirements of the program have been met. However, the Chief of Police may, at his discretion, assign a recruit for special duties prior to enrolling in the field training program. In such cases the recruit shall begin field training upon completion of the special duty assignment.
- 2. Upon graduation from the police academy, a recruit officer shall be enrolled in

the program for a period of a minimum length of fourteen (14) weeks and a maximum of 20 weeks.

3. If the recruit has prior police experience, the department may authorize an accelerated field training program.
4. Recruits shall be instructed in accordance with the curriculum described in the "Supervised Field Training Review & Orientation Guide".
5. The recruit's performance shall be evaluated, formally in writing, by his assigned Field Training Officer (FTO), on a daily basis. The principal objective of the evaluation is to determine whether the recruit can actually perform the required functions. Recruits shall be evaluated using valid, useful, and nondiscriminatory procedures to ensure accuracy and legal defensibility.
6. If a recruit fails to complete the program within the prescribed period, or fails to achieve a satisfactory level of performance, the Field Training Coordinator shall make a recommendation to the Chief of Police to:
 - a. Extend the recruits employment for a remedial training period of not more than (4) work cycles.
 - b. Terminate the employment of the recruit.

C. FTO/TRAINEE RELATIONSHIP

1. The relationship between the FTO and the recruit will be a teacher/student and /or supervisor/subordinate relationship. As part of this relationship, the following is expected.
 - a. The hallmark of this relationship will be one of mutual respect. Recruits will be treated with respect at all times. They will be expected to respect the FTO and to follow his/her directions. Recruits will not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner. Name-calling or use of derogatory terms by the FTO is not acceptable. FTO's will try not to show their anger or frustration while they are working with the recruit. Remember, praise in public, correct in private.
 - b. While the recruit officers are going through the FTO training, FTO's will not associate with or socialize with the recruits off duty. Any relationship with them shall be strictly professional.
 - c. FTO personnel will not date or attempt to date recruit officers while they (the recruits) are in the FTO program. If an FTO program supervisor or FTO is related to a recruit officer or if he or she has fraternized with the recruit officer before the recruit was hired by the Town of Seneca Falls, the Chief of Police will be advised. Consideration can then be given to placing the recruit in a pass group other than the one in which the FTO supervisor or FTO is working. If necessary, consideration may also be given to making the FTO officer a non-FTO until the recruit has completed his/her training. These restrictions are necessary to protect the integrity of the FTO program.
 - d. FTOs who are instructors at the academy will maintain a professional demeanor at all times. They will not take advantage of their position to see the recruits socially. FTOs will not attend the recruit graduation party.
 - e. FTO personnel will not make discriminatory or sexist remarks, as per department policy.

- f. FTO personnel will not make sexual remarks or advances toward any recruit officer.
- g. FTOs will not live with or rent rooms to any recruit while the recruit is on probationary status, nor enter into any financial arrangements with the recruit.
- h. FTOs will not accept gifts from, nor give gifts to the recruits while they are in the FTO program.

D. ADMINISTRATION

1. Responsibility for the administration of the Field Training and Evaluation Program shall rest with the Field Training Coordinator (FTO Supervisor) at the direction of the Chief of Police. The Field Training Coordinator (FTO Supervisor) shall be responsible for:
 - a. Managing the daily operation of the program.
 - b. Revision of the "Field Training Manual".
 - c. Selecting, training and supervising Field Training Officers.
 - d. Maintaining liaison with the staff of the police academy to ensure that the curriculum of the Field Training and Evaluation Program complement the training delivered at the police academy.
 - e. Scheduling and rotation of recruits through all shifts, various sections and assignments.
 - f. Maintaining field training records.
 - g. Recommending changes and improvements to the program to the Chief of Police.
 - h. Implementation of approved changes.
 - i. Making recommendations to the Chief of Police regarding the recruit's suitability for continued employment.
2. The Field Training Officer shall be responsible for:
 - a. Supervising recruits.
 - b. Teaching recruits.
 - c. Evaluating recruits.
 - d. Counseling recruits.
 - e. Inspecting recruits.
 - f. Initial recommendations for extension, termination, or elevation to patrol assignment.
 - g. Being a good role model.
 - h. Performing Administrative duties relating to the program, when necessary.
 - i. Providing detailed reports regarding the status of the recruit throughout the evaluation process.

E. FIELD TRAINING OFFICER (FTO) QUALIFICATIONS

1. Candidates applying for the position of Field Training Officer shall:
 - a. Be a police officer with two years of continuous Fulltime/Part-time service with the Town of Seneca Falls Police Department. At the discretion of the Chief of Police, officers who possess a combined minimum of two years of continuous police service with the Town of Seneca Falls Police Department and another police agency may be appointed to the position of FTO .
 - b. Possess strong oral and written communication skills.
 - c. Be able to organize, maintain, and update files and records.
 - d. Be mature, patient, fair, and dependable.
 - e. Be able to observe and rate performance objectively.
 - f. Officer must maintain a satisfactory disciplinary record with no sustained charges of a serious nature (e.g. relating to uses of force; insubordination; conduct resulting in civil charges) or repeated/multiple minor charges (e.g. minor preventable auto collisions; minor procedural violations; minor citizen complaints) within the preceding 18 months.

F. FIELD TRAINING OFFICER SELECTION

1. Candidates for Field Training Officer status shall be:
 - a. Recommended by their immediate supervisors.
 - b. Have a satisfactory or better performance evaluation.
2. Field Training Officers shall serve at the discretion of the Field Training Coordinator (FTO Supervisor) and will be assigned or relieved of this assignment by him.

G. FIELD TRAINING OFFICER TRAINING

1. Field Training Officers shall be required to successfully complete a Field Training Officers Course and in-service refresher training as soon as practical after assignment.