
Field Training Officer Program

415.1 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 Lorain 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 to acquire all of the skills needed to operate in a safe, productive and professional manner.

415.2 FIELD TRAINING OFFICER

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

415.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO.
- (b) Minimum of three years of patrol experience, two of which shall be with this department.
- (c) Demonstrated ability as a positive role model.
- (d) Participate and pass an internal oral interview selection process.
- (e) Evaluation by supervisors and current FTOs.
- (f) Possess a basic training certificate from the Ohio Peace Officer Training Commission (OPOTC).
- (g) A track record for being above-average in initiative and self-motivation.
- (h) No Major sustained complaints for two years prior to the appointment to the assignment.
- (i) The ability to formulate clear and complete reports.
- (j) The ability to communicate as an instructor.
- (k) At a minimum, a professional appearance as required by policy.
- (l) Sensitivity to cultural differences and the special training needs of a probationary employee.

415.2.2 TRAINING

An officer selected as an FTO shall successfully complete a Field Training Officer's course approved by the Department prior to being assigned as an FTO.

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All FTOs must complete a Field Training Officer update course approved by the Department periodically while assigned to the position of FTO.

415.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The Field Training Officer Program supervisor will be selected from the rank of sergeant or above by the Chief of Police or designee and should complete Department-approved supervisory training within one year of appointment to this position.

The responsibilities of the FTO Program supervisor include the following:

- (a) Assignment of trainees to FTOs.
- (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 individual FTO performance.
- (f) Monitor overall FTO Program.
- (g) Maintain liaison with FTO coordinators of other agencies.
- (h) Maintain liaison with academy staff on recruit performance during the academy.
- (i) Develop ongoing training for FTOs.

415.4 TRAINEE DEFINED

Trainee - Any entry level or lateral police officer newly appointed to the Lorain Police Department who has successfully completed an OPOTC approved basic academy and possesses an OPOTC basic training certificate within one year after commencing employment as a peace officer.

415.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program.

The training period for officers with previous experience may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of eight weeks.

The Field Training Officer may recommend that a probationary Officer with previous experience, may be accelerated through the FTO program.

The required training will take place on at least two different shifts and with at least two different FTOs if reasonably possible.

- (a) The Field Training Program for probationary officers is divided into three phases.
 - 1. Phase one consists of the basic peace officer academy.
 - 2. Phase two consists of two weeks of street orientation then a minimum of sixteen (16) weeks of intensive in-the-field training with an FTO.

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- (a) There are four steps in phase two, during which time the FTO submits daily observation reports (DOR's) reflecting the PO's performance. The DOR is made up of individual tasks on which the PO will be evaluated daily.
 - (b) Upon completion of the FTO program, the PO will complete a supervisor evaluation period, where designated Lorain Police supervisors will ride in an evaluation role only for a minimum of one week, to give a final assessment of the PO's readiness for solo officer assignment. This evaluation period may be extended beyond one week, based on the supervisor's availability to evaluate, and the PO's performance.
 - (c) The supervisor assigned to evaluate the PO will complete a daily written report on the PO's performance.
3. Phase three consists of the remainder of the PO's probationary period during which time the performance of the officer is monitored by the FTO Supervisor.
- (b) The PO will rotate throughout the Field Training Program with various FTOs.
 - (c) Documented meetings concerning the progress of the PO will be held weekly with the FTO Supervisor.
 - (d) The FTO will maintain liaison with the FTO Supervisor throughout the training period. During this time, the FTO will forward DOR's and any other pertinent paperwork to the FTO Supervisor.
 - (e) Guidelines for the evaluation of probationary officers by the FTO will use measurable characteristics listed in the FTO manual.
 - (f) Prior to assuming the duties of FTO, officers selected as an FTO will attend a department-approved FTO training course.

POLICY AND PROCEDURE TRAINING

- (a) The Department utilizes an FTO program for further training after academy training is concluded. The FTO training manual covers the policies and procedures of the Department.
- (b) The Department will conduct Policy and Procedure Training before a probationary officer (PO) is assigned to a Field Training Officer (FTO).

415.5.1 ACCELERATED PROGRAM

Classroom and field training will be conducted simultaneously.

The Field Training program shall be four hundred eighty (480) hours for sworn patrol members, but may be modified based on performance and prior experience.

ORIENTATION SHALL INCLUDE (but not be limited to):

- (a) Organization and rank structure of the Department.
- (b) Department reports/administration paperwork.
- (c) Department policy statements, procedures, rules and regulations.

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- (d) Communications, radio codes.

OPERATIONS SHALL INCLUDE, (but not be limited to):

- (a) Firearms familiarization, training, qualification. Criminal law, Criminal investigation, Criminal arrest procedures.
- (b) Traffic law, Accident investigation, Traffic Enforcement.
- (c) Civil liability issues.
- (d) Defensive tactics, Baton certification, O.C. and Taser.

415.5.2 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 skills necessary to properly function as an officer with the Lorain 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 of the Lorain Police Department.

415.6 EVALUATIONS

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

415.6.1 FIELD TRAINING OFFICER

- (a) FTOs shall complete and submit a written evaluation on the performance of their assigned trainee.
- (b) FTOs shall review the Daily Trainee Performance Evaluations with the trainee each day.
- (c) A detailed end-of-phase performance evaluation on the assigned trainee shall be completed by the FTO at the end of each phase of training.
- (d) FTOs shall be responsible for signing off on all completed topics contained in the Field Training Manual, noting the method of learning and evaluating the performance of the assigned trainee.

415.6.2 IMMEDIATE SUPERVISOR

The FTO supervisor shall review and approve the Daily Observation Reports.

415.6.3 FIELD TRAINING ADMINISTRATOR

The Field Training Supervisor will hold periodic meetings with all FTOs to ensure understanding and compliance with the requirements of the Field Training Program. At least annually, the Field Training Supervisor will hold a process review meeting with all FTOs to discuss changes needed in the FTO Program.

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415.6.4 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a performance evaluation of each of his/her FTOs and of the Field Training Program.

415.7 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) End of phase evaluations.