Field Training Officer Program

436.1 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 Pasadena 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 possessing all skills needed to operate in a safe, productive and professional manner.

436.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING
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. Officers selected as a FTO shall be evaluated every six months by the FTO Coordinator to assess his/her performance in the training program.

436.2.1 SELECTION PROCESS
FTOs will be selected based on the following requirements:

(a) Desire to be an FTO
(b) Minimum of two years of patrol experience and shall be off probation
(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 POST Basic certificate

436.2.2 TRAINING
An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004). Former Field Training Officers returning to the FTO program shall attend a POST certified Field Training Officer Update course prior to being assigned to the FTO program.

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.
436.2.3 CERTIFICATION

(a) The FTO Program Administrator and Field Operations Division Commander have final approval and will decide if the applicant should be certified as an FTO.

(b) If the FTO Program Administrator and Field Operations Division Commander certify the applicant as qualified, the applicant will be assigned a Probationary Officer for training and be authorized to wear the stripe and star insignia on their uniform. Certified FTO's will receive FTO pay in accordance with the current MOU.

(c) An FTO will remain certified, and authorized to wear the Stripe and Star, until such time he or she no longer meets certification, training or the required commitment to the Field Training Program.

(d) An FTO shall maintain certification by:

1. By maintaining a "Meets Standards" or above on their annual performance evaluations.

2. By maintaining a "Meets Standards" or above annual performance evaluation while assigned to a division outside of the Field Operations Division.

   (a) Certified FTO's outside the FOD shall commit a minimum of 40 hours annually to the Field Training Program in a capacity approved by the FTO Sergeant.

3. By maintaining a current POST FTO certification.

4. With approval by the FTO Administrator and the FOD Division Commander.

(e) When the FTO Program Administrator and Field Operations Division Commander deny applicant's certification, they will be provided feedback (from the FTO Sergeant and/or Administrator) on which area(s) of the qualification list they need to improve on before certification can occur.

436.2.4 REQUIRED TRAINING

(a) An officer or corporal selected as a Field Training Officer/Coordinator shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

(b) All FTO's must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO.

(c) The FTO Program Sergeant and Coordinator(s) will be required to successfully complete a POST approved Field Training Administrator's Course within one year of appointment to this position.

(d) Entry level and lateral officers shall be required to successfully complete the requirements of the Field Training Program to meet POST standards. These requirements are set forth in the Trainee Handbook, cycle check-off lists and the cycle performance guidelines. When the
FTO and the team sergeant agree that a trainee is ready to function competently as a solo police officer ('L' car) they will forward their recommendation to the FTO Coordinators and the FTO Program Administrator. If they concur, the trainee will be placed on 'L' car status (solo police officer) as a probationary officer. The Completion Record shall be completed with all the required signatures before the probationary officer is allowed to transition to 'L' car status.

436.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR
The FTO Program supervisor should be selected from the rank of sergeant or above by the Field Operations Division Commander or a designee and should possess, or be eligible to receive, a POST Supervisory Certificate.

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

The FTO Program supervisor will be required to successfully complete a POST approved Field Training Administrator’s Course within one year of appointment to this position (11 CCR 1004(c)).

436.4 TRAINEE DEFINED
Any entry level or lateral police officer newly appointed to the Pasadena Police Department who has successfully completed a POST approved Basic Academy.

436.5 REQUIRED TRAINING
Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 10 weeks.

The training period for a lateral officer may be modified depending on the trainee’s demonstrated performance and level of experience, but shall consist of a minimum of eight weeks.

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program.