



Newport News Police Department - Operational Manual

OPS-250 - FIELD TRAINING PROGRAMS

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I. GENERAL

A. Field Training programs are an integral part of a smooth transition from a new trainee into the full-time duties of the employee's assigned position:

1. *Field Training Officer:* A recruit officer's field training transitions the recruit from the environment of classroom instruction to its practical application. The most important element of this training is the FTO, who is responsible for the development of the recruit officer. The selection, training and continuous evaluation of the FTO is critical to the development of the recruit officer.
2. *Field Training and Leadership:* Participation in the Field Training and Leadership program assists in providing an officer promoted to the supervisory position of sergeant with the instruction the new sergeant needs to perform essential first line supervisory tasks, and act in a leadership capacity. The sergeant's lieutenant, or other supervisor as designated by the Precinct/Division Commander, is responsible for the development of the newly promoted sergeant through the Field Training and Leadership Program. [33.8.2]
3. *Field Training Police Aide (FTPA):* Police Aides play an integral part in providing support to sworn personnel, allowing them to facilitate law enforcement functions within the department and community. Police Aides trained in the concepts of field training are a critical part of the assimilation of the new police aide.

B. All time frames referred to in this policy are intended as guidelines only. It is understood that all employees faced with a new position progress at different levels. This, as well as staffing requirements, may require a Field Trainer to use discretion on transfers and other time requirements.

II. FTO PROCEDURE

A. Officer Eligibility [33.4.3(b)]

1. An officer desiring the position of FTO must have a minimum of three years of continuous full-time service with the Newport News Police Department.
2. A letter must be submitted by the officer through his chain of command to the Patrol Bureau Commander. The letter must be endorsed by each supervisor in the officer's chain of command. This letter must include the officer's qualifications for the position of FTO.

3. The officer must not have more than one Group 1 misconduct violation in the twelve months prior to submitting the application letter.
4. The officer must be a Level II, III, or IV officer.

B. Selection Review Board [33.4.3(b)]

1. A Selection Review Board is appointed by the Patrol Bureau Commander and is composed of the following personnel:
 - a. One Uniform Tactical Lieutenant;
 - b. Two Uniform Patrol Sergeants;
 - c. Two Senior Field Training Officers;
 - d. The Field Training Officer Coordinator.
2. The Selection Review Board is responsible for the following:
 - a. Review of application letters from prospective candidates, verifying that they meet minimum qualifications;
 - b. Conduct the oral review board, evaluate all candidates and recommend officers for appointment as FTO;
 - c. Submit a list of candidates to the Patrol Bureau Commander for appointment as an FTO.
3. Final determination for an officer's participation in the FTO Program rests with the Patrol Bureau Commander.

C. Terms of Appointment [33.4.3(e)]

1. FTO candidates must successfully complete the Newport News Police Department's FTO school approved by the Department of Criminal Justice Services (DCJS) before appointment as an FTO. [33.6.1(a)]
2. FTO appointments will be for a period of one year. Every FTO will receive a yearly evaluation by the Precinct Field Training Officer Coordinator to run concurrent with his annual performance evaluation. One year re-appointments as an FTO will be at the recommendation of a review panel that will consist of the three Precinct Field Training Officer Lieutenants, the Field Training Officer Coordinator, the three precinct commanders, and the Patrol Bureau Commander. Officers assigned as an FTO may be reassigned to other positions at the discretion of their Precinct Commander. [33.4.3(c)]

NOTE: Temporary FTO appointments may be made at the discretion of the Patrol Bureau Commander. An officer temporarily appointed must be off of probation and have attended and completed a DCJS certified FTO school. Appointments of this type shall be considered 'temporary/*ad hoc*' as set out in ADM-345 "Temporary/Rotating Assignment of Sworn Personnel". Officers wishing to be considered for a full-time appointment must attend the next scheduled review board.

3. All Field Training Officers must attend all regularly scheduled FTO training meetings unless excused by the Field Training Officer Coordinator.
 4. Every FTO must maintain adequate and timely records on each recruit officer under his supervision. [33.4.3(g)]
 5. FTO's must: [33.4.3(c)]
 - a. Maintain a minimum rating of "meets" in all areas on his annual performance evaluation.
 - b. Receive a satisfactory performance rating from the Field Training Officer Coordinator.
 6. An FTO may receive specialized training considerations at the request of the Field Training Officer Coordinator or the FTO's chain of command. [33.6.1(b)]
- D. Field Training Officers will wear the standard patrol officer uniform and will be identified as an FTO by a silver name plate with the officer's name and the designation "Field Training Officer."
- E. Duties of the FTO [33.4.3]
1. The FTO has three primary sets of duties to fulfill. The FTO is responsible for regular patrol activities as well as a trainer for the recruit officer assigned to him. The FTO is responsible for:
 - a. Providing continuous "on the street" instruction for the recruit officer, utilizing innovative and practical techniques.
 - b. Completing the Field Training Manual with each recruit assigned. [33.4.3(h)]
 - c. Submitting the Daily Observation Reports (DOR) (NNPD Form #15) on the recruit officer's performance. [33.4.3(h)]
 - d. Properly supervising the recruit officer's demeanor, conduct and personal appearance.
 - e. Providing input relevant to: [33.4.3(h)]
 - 1) The successful completion of the probationary period for the recruit officer with the potential to function effectively as a law enforcement officer, or
 - 2) The termination of employment for the recruit officer when his potential for effectiveness is in doubt based on accurate documentation of performance.
 - f. Perform all other duties that may be required.
 2. Before a recruit officer can be released to independent patrol, the recruit's FTO must submit his recommendation by completing a Field Training Program Transfer Log (NNPD Form #120). [33.4.3(h)]
 3. Provide shift level training and support basic law enforcement training when called upon.

F. Recruit Officer Training

Recruit officer training is conducted in different phases:

1. **Academy Training:** Successful completion of the Police Academy's Basic Law Enforcement School and the Department's Pre and Post-Academy Training.
2. **FTO Training:** The first ten weeks after completion of Academy Training, the recruit officer will be assigned to a Field Training Officer, who is the recruit officer's primary FTO. The FTO will observe the recruit officer and recommend suitability for independent patrol. [33.4.3(a,f,g,h)]
 - a. **Primary Training Phase:** During this phase of training, the recruit officer will operate as a backup to the FTO while orienting and adjusting to basic law enforcement duties as a patrol officer. In addition, this phase will allow the recruit officer to adjust to new surroundings and become familiar with the performance of Departmental administrative duties.
 - b. **Secondary Training Phase:** During this phase of training, the recruit officer will receive instructions and perform police duties while under the direct supervision of their FTO. [33.4.3(f,h)]
 - c. **Final Training Phase:**
 - 1) The recruit officer will operate the police vehicle and perform all police tasks without the direct intervention of the FTO. The FTO will accompany the recruit officer during this period, but will function only as an observer and evaluator. The FTO will avoid interfering with the recruit officer's police performance except in emergencies or in situations beyond the recruit's ability to handle or control.
 - 2) When the FTO believes that the recruit officer has gained sufficient knowledge and skill to operate as an independent patrol officer, the FTO will make such recommendation through his chain of command and the FTO Coordinator. The FTO Coordinator and each supervisor must endorse this recommendation by completing a Field Training Program Transfer Log (NNPD Form #120) for the recruit officer to be released to independent patrol. The FTO Coordinator may elect to ride with a recruit officer prior to the recruit officer's release to independent patrol. The final decision to release the recruit officer is the responsibility of the Precinct Commander. The recruit officer's approved package will be forwarded to the Field Training Officer Coordinator.
3. **Modified FTO Program**

In cases of recruits who have established substantial law enforcement (ex: laterally hired officers) or who are returning Newport News Officers, the Precinct Commander, in consultation with the Patrol Bureau Commander, may develop a modified FTO program. This program shall ensure that the recruit is properly trained and evaluated before being recommended for release to independent patrol.

4. **Independent Patrol**

- a. The recruit officer operates the police vehicle in solo status and performs all police duties as required. During this probationary period, the recruit officer is evaluated monthly by his first line supervisor by completing a Monthly 1st Line Supervisor Evaluation Form (NNPD Form #198). [35.1.3]
 - b. Approximately 30 days before the end of the probationary period, the first line supervisor and the Tactical Lieutenant will meet to discuss the recruit officer's progress. Based upon favorable monthly evaluations, observed performance, and other relevant data, the first line supervisor will submit a recommendation through the chain of command for appointment as a regular police officer.
5. During the phases of recruit training, recruit officers may be rotated to various field assignments at the discretion of the Field Training Officer Coordinator and the Precinct Commander. [33.4.3(f)]

G. Utilization of FTO's

1. Recruit officers shall be assigned to their primary FTO prior to graduation from the basic academy.
2. The FTO and his recruit officer will be designated as a single unit while on-duty until independent patrol evaluation. The FTO is responsible for determining the recruit officer's abilities and advising the Communications Division and the FTO's supervisor of their designation as a double unit.
3. A recruit officer should not be assigned to alternate duties without his FTO during the field training period, unless pre-approved by the Precinct Commander.
4. During any extended absence of the FTO, the recruit officer will be assigned to another available FTO until the FTO returns to duty.

H. Duties of FTO's First Line Supervisor

1. Provide general supervision of the FTO and the recruit officer. [33.4.3(c)]
2. Recommend retention or reassignment of an FTO based on performance in the field. [33.4.3(c)]
3. Recommend qualified personnel to the selection review board for consideration as an FTO.
4. Recommend any needed changes in the FTO program, recruit training, or in-service training.
5. Forward copies of all recruit and FTO evaluations through his chain of command to the Precinct Field Training Officer Sergeant.

6. Document the FTO's performance during annual evaluation in the following areas:
 - a. Number of recruits trained;
 - b. Shift level training;
 - c. Academy classes taught, and in what capacity (i.e. primary instructor, etc.); and
 - d. Feedback received from recruits receiving the FTO's instruction.

I. Duties of Field Training Officer Coordinator

1. Coordinate all FTO activities to include all regular meetings.
2. Coordinate and act as liaison officer for all FTO training courses.
3. Conduct annual In-Service training for Field Training Officers based on input from coordinators, training committee, and command staff. [33.5.1; 33.6.1(a)]
4. Maintain records for evaluation of the Field Training Program and assigned officers.
5. Ensure that all training standards are in compliance with Departmental, State and Federal guidelines.

J. Duties of the Precinct Field Training Lieutenant

1. Review all recruit officer field training activities on a continuous basis and recommend modifications, or assignment to another FTO, where appropriate.
2. Review performance evaluations and all other paperwork for all recruit officers and Field Training Officers. [33.4.3(c)]
3. Provide input on all Field Training Officers' annual evaluations. [33.4.3(c)]
4. Participate in the annual FTO reappointment process.

III. FTPA PROCEDURE

A. Police Aide Eligibility

1. Police Aides should have a minimum of one year of experience to act as field training police aides (FTPA) for new hire police aides. Assignment will be based on experience, time in position, and endorsement by the Police Aide's chain of command.
2. The Police Aide must not have more than one Group 1 misconduct violation in the twelve months prior to the assignment.
3. Based on Department need, the Special Operations Commander may request that a Police Aide who does not meet the eligibility criteria be considered for as an FTPA.

B. Duties of the FTPA

1. The FTPA has two primary sets of duties to fulfill. The FTPA is responsible for regular police aide activities as well as acting as a trainer for the recruit aide assigned to him. The FTPA is responsible for:
 - a. Providing continuous “on the street” instruction for the recruit cadet/aide, utilizing innovative and practical techniques.
 - b. Completing the Field Training Manual for Police Aides (FTMPA) with each recruit assigned.
 - c. Properly supervising the recruit aide’s demeanor, conduct and personal appearance.
 - d. Providing input relevant to:
 - 1) The successful completion of the training period for the recruit aide with the potential to function effectively as an independent police aide, or
 - 2) Problems with a specific aspect covered by the FTMPA and suggestions for any needed arrangements for remedial training.
 - 3) The possible termination of the police aide when his potential for effectiveness is in doubt based on accurate documentation of performance.
 - 4) The duties of the FTPA and any improvements to the training regime or the FTMPA.
 - e. Perform all other duties that may be required.
2. Before a recruit aide/cadet can be released to independent duty, the primary FTPA must submit his recommendation to the recruit cadet/aide's precinct commander and the Special Operations Commander.
3. Problems with any aspect of the FTMPA will be brought to the attention of the Precinct Commander and Special Operations Commander for any needed arrangements for remedial training or program changes.
4. During the field training process, the field training records for each police aide will be maintained by the Special Operations Commander. Upon completion of field training, the FTMPA will be forwarded through the chain of command for signature by the Patrol Bureau Commander. The completed FTMPA will be sent to the Training Section to become part of the employee’s Training Record.

C. Utilization of FTA’s

1. Recruit Police Aides shall be assigned to a primary FTPA by the Special Operations Commander as soon as the recruit begins employment with the Department.
2. The FTPA and his recruit police aide will be designated as a single unit while on-duty until the police aide is released to independent duty.
3. A recruit police aide should not be assigned to alternate duties without his FTPA during this training period, unless pre-approved by the Precinct Commander.

4. During any extended absence of the FTPA, or in cases where there are not sufficient trained FTPAs to properly support the number of recruit police aides the recruit police aide may be assigned to an available FTO for basic instruction until an FTPA is available for the more specific duties set out in the FTMPA.

IV. FIELD TRAINING AND LEADERSHIP PROGRAM PROCEDURE

A. Duties of the Sergeant Field Training Instructor

1. The Precinct/Bureau Commander will assign a lieutenant, or acting lieutenant, to serve as the primary instructor for a newly promoted sergeant.
2. The lieutenant has the discretion to call upon a veteran sergeant in his Precinct/Bureau to provide training in a specific area of expertise, as needed.
3. Proficiency in a specific area may be demonstrated by:
 - a. Receiving the assistance of the newly promoted sergeant in an assigned task; or
 - b. Observation of successful completion of an assigned task by the newly promoted sergeant; or
 - c. The newly promoted sergeant provides the correct answers to questions regarding the related materials and functions.
4. The Sergeant Field Training Instructor (i.e. the assigned lieutenant) will ensure the training objectives set out in the Field Training and Leadership Manual are completed for any assigned newly promoted sergeant within that sergeant's training period.
 - a. As training objectives are completed, the lieutenant will forward the manual to his Precinct/Bureau Commander for periodic review.
 - b. The Precinct/Bureau Commander will meet with the newly promoted sergeant quarterly to provide evaluation and ensure that the sergeant is satisfied with the training provided.
5. The completed manual, and recommendations for "Release from Training Period", indicating competence as a first line supervisor, will be forwarded to the Precinct/Bureau Commander. [34.1.6]
 - a. Upon successful review, the manual's "Certificate of Completion" will be signed by the Precinct/Bureau Commander, and forwarded to the Personnel/Support Division Commander to be forwarded to the appropriate Assistant Chief of Police and the Chief.
 - b. The completed Field Training and Leadership Manual will be stored in the respective sergeant's training file in the Newport News Police Training Academy (NNPTA).

B. Newly Promoted Sergeant Remedial Training

1. If the newly promoted sergeant is unable to successfully complete any training objective from the Field Training and Leadership Program:

- a. The Sergeant Field Training Instructor shall report any setback or difficulty a newly promoted sergeant experiences while in the process to the Precinct/Division Commander.
 - b. If it is determined additional training is warranted, the Precinct/Division Commander or designee will contact the Training Division regarding this need. A remedial training plan of action will be developed with input from the Sergeant Field Training Instructor, and the newly promoted sergeant. The written plan of action will include a projected timeline for completion of any developed goals and objectives.
 - c. The assigned Sergeant Field Training Instructor will notify the Training Division commander and Precinct/Division commander of the newly promoted sergeant's progress in the remedial action and when the training objective has been successfully completed.
2. If, after the completion of remedial training, the newly promoted sergeant is still unable to complete the training objective (or objectives), the Training Division commander and the Sergeant's Precinct/Division commander will look at all factors involved and draft a memo of recommendation for any further action, which will be forwarded to the appropriate Assistant Chief, and Chief along with copies of any relevant documentation.

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