



Texas Police Chiefs Association

DOCUMENT SUBMISSION FORM

Agency: Kerrville Police Department

Best Practice **3.13.1 Field Training Officer Training (E)**

The Agency has a written directive which requires that all Field Training officers attend a Field Training course, either the T.C.L.E.O.S.E course or an equivalent course prior to assuming FTO responsibilities.

Proofs of Compliance Submitted:

1. SOP #1120.00-Required FTO Training.
2. Training Certificate-FTO-Barnes
3. Training Certificate-FTO-Gaige
4. Training Certificate-FTO-Machetta

Submitted By: C.Thomason

Date: 12/6/10

Evaluators Review:

- ☐ Does the file contain a written directive which:
 - ☐ Requires all Field Training Officers to receive training before performing duties as an FTO?
- ☐ Does the file contain documentation showing training of Field Training Officers?
- ☐ Does the file contain evidence that the training program is the TCLEOSE course or equivalent?
(A minimum of at least 32 hours)

Police will assign the additional duty assignment of Field Training Officer in accordance with department policy. These duties include but are not limited to the following:

1. Responsible for the initial training of newly hired police officers and preparing them to work independently within the guidelines established by law and the policies of the department.
2. Training will include instilling the proper community service philosophies and attitudes desired by the department.
3. On a daily basis teach and demonstrate to new recruits the policing behaviors desired by the department that supports the department's value based policing model.
4. Completion of all required evaluations, status reports, and other recruit documentation required of Field Training Officers on a daily basis.
5. Periodically brief the chain of command on the progress of recruits.

1120.04 Field Training Supervisor

- A. Field Training Supervisor - The Personnel/Training Sergeant will have the additional duty assignment of Field Training Supervisor. The Field Training Supervisor will be responsible for overseeing and supervising the Field Training Program. Specific duties include:
1. Oversee and supervise all aspects of the Field Training Program.
 2. Keep Patrol Lieutenant informed of Field Training Program status and progress.
 3. On a daily basis, review copies of all field training reports and critiques.
 4. On a weekly basis by Monday morning, have completed copies of all daily field-training reports made the previous week to the Patrol Lieutenant.
 5. Conduct monthly, end of phase, or other meetings as appropriate with Trainee and Field Training Officer during their regularly scheduled shift.
 6. Make recommendations for Trainee advancement, remedial training, or termination.
 7. Upon the completion of each phase, have the Trainee complete a FTO Performance Appraisal on each FTO providing training during the phase.
 8. Forward original of each End of Phase report and FTO Critique to the Patrol Lieutenant immediately upon completion.
 9. The Field Training Supervisor will coach individual Field Training Officers under their supervision after each Trainee has completed the field training process.

1120.05 Field Training Coordinator

- A. Field Training Coordinator - The Patrol Lieutenant will serve as the Field Training Coordinator. The Field Training Coordinator will be responsible for the overall supervision of the Field Training Program. Specific duties include:
1. Briefing the FOD Commander and Command Staff each Monday on the status of all Trainees and the Field Training Program.
 2. Review and approve or disapprove End of Phase reports recommending advancement, remedial training, or termination.
 3. Will ensure all FTO documentation is properly completed prior to trainee's release from field training.
 4. Conduct an end of field training meeting with all trainees successfully completing the Field Training Program within the first week of their release.
 5. Forward the completed trainee's FTO file to the FOD Commander upon completion of Field Training.

Kerrville Police Department

Subject: Field Training Officer/Supervisor/Coordinator		Number: 1120.00
Effective date: August 2010	Category: SOP	
Issuing authority: John M. Young Jr., Chief of Police		Revision Date: August 2010
References: TPCA Best Practices Standard 3.13.1 – Field Training Officer Training		

1120.00 Field Training

1120.01 Field Training Officer Application Process

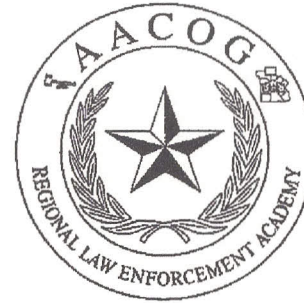
- A. The number of FTO's may be limited based on the needs of the department. When positions become available, any officer who is interested in appointment as an FTO must meet the following minimum requirements in order to apply:
1. Must be thoroughly familiar with and support the overall mission of the Department's Service Delivery Model.
 2. Preferably have at least three years full time police experience, of which at least two years must be as a sworn officer with Kerrville Police Department. Tenure criteria may be waived based upon the needs of the department.
 3. In general, must not have received any disciplinary action above a written reprimand within the last twelve months. Discipline for serious infractions could result in permanent ineligibility. Each case is evaluated on an individual basis.
 4. Have a favorable supervisory recommendation.
 5. Must submit an FTO application.
- B. FTO's serve at the discretion of, and are appointed by, the Chief of Police. The Chief has the discretion to appoint an officer to the position of Field Training Officer without a selection process based on the needs of the department.

1120.02 Field Training Officer Selection Process

- A. A primary consideration for selection as an FTO will be previous law enforcement experience (if applicable) as well as, past experience as a member of the Kerrville Police Department. In addition, of critical importance will be an assessment of the applicant's motivation, understanding and support of departmental goals and objectives and positive attitude.
- B. FTO's serve at the discretion of, and are appointed by, the Chief of Police. Upon successful completion of all requirements, an applicant may be recommended by the Field Operations Commander to be appointed as an FTO.
- C. Officers who are appointed, as FTO's will be sent to a departmentally recognized FTO course, if they have not previously attended one. Only officers who are appointed as FTO's will be sent to an FTO course.
- D. Any FTO failing to maintain required standards or future requirements will be removed as an FTO.

1120.03 Field Training Officer

- A. Field Training Officer - The duties of a Field Training Officer are key in developing a successful, productive employee who can deliver the model of policing and high service levels required of Kerrville Police Officers. Police Sergeants may be assigned to perform duties of a Field Training Officer, as needed due to personnel shortages. The Chief of



The Alamo Area Council of Governments

Alamo Area Regional Law Enforcement Academy

hereby awards this certificate of training to

DELANE M. BARNES

for successful completion of the course

FIELD TRAINING OFFICER

Storia C. Amiga
AACOG Executive Director

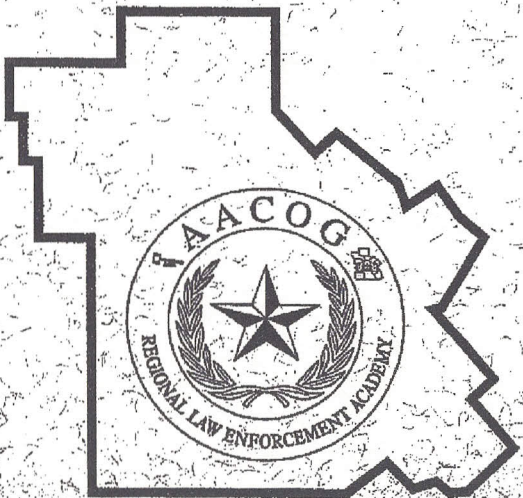
Richard Blum
Academy Manager

25 June 2010
Date of Completion

Approved Training Hours: **24**

TCLEOSE Course Number: **3702**

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Law Enforcement Academy*

hereby awards this certificate of training to

SCOTT M. GAIGE

for successful completion of the course

FIELD TRAINING OFFICER

Shelia E. Amiga
AACOG Executive Director

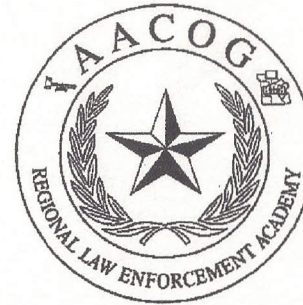
[Signature]
AACOG Academy Coordinator

[Signature]
Criminal Justice Director

17 March 2007
Date of Completion

Approved Training Hours - **40**

TCLEOSE Course Number: **3702**



The Alamo Area Council of Governments

Alamo Area Regional Law Enforcement Academy

hereby awards this certificate of training to

JAMES A. MACHETTA II

for successful completion of the course

FIELD TRAINING OFFICER

Sharon E. Amiga
AACOG Executive Director

Jim Machetta
Academy Manager

25 June 2010

Date of Completion

Approved Training Hours 24

ICLEOSE Course Number 3702