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# FTO TRAINING MANUAL



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ACQUISITIONS

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Introduction

The primary goal of this program is to train all trainees in a more consistent and effective manner. This will provide the Santa Ana Police Department with a more aware and better trained individual who is competent enough to handle a wide range of situations, both as a human being and as a police officer, with confidence and insight.

The Field Training Program is divided into six timed phases. In each phase, the trainee will be participating in a structured presentation designed to progress from the very basic to the very complex tasks that are required in law enforcement.

In order for the Field Training Program to be successful in attaining the over-all goals, several objectives must first be met:

- 1.) The expectations of the Field Training Officers and the trainees will be made known so that both can strive for a better and more productive relationship.
- 2.) Specific guidelines will be set forth throughout the manual, and will be adhered to as closely as possible. This practice will insure consistency of training quality. However, many situations are of a unique nature and must be evaluated in the best manner possible according to the particular set of circumstances. When these situations arise, the judgement of the Field Training Officer will determine the course of action to be taken.
- 3.) The length of the program is scheduled to be not less than 12 weeks, and not more than 14 weeks, and is broken down as follows:

<u>Phase I</u> : Field Orientation	(1 week)
<u>Phase II</u> : Basic Patrol Procedures	(4 weeks)
<u>Phase III</u> : Intermediate Patrol Procedures	(3 weeks)
<u>Phase IV</u> : Advanced Patrol Procedures	(3 weeks)
<u>Phase V</u> : Solo Performance and Final Evaluation	(1 week)
<u>Phase VI</u> : Remediation Period (if necessary)	(Up to 2 weeks)

## INTRODUCTION (Cont'd)

The allotted times in each phase are designed to provide sufficient time to accomplish the individual tasks required by the program. Acceleration of a trainee through the program can only be done with the approval of the Area Commander and the concurrence of the Division Commander. (This requirement does not apply to "lateral entry" officers.)

Recycling a trainee for the purpose of remediation must be recommended by the Field Training Officer or his Team Sergeant and approved by the Area Commander.

The F.T.O. Guide and Manual have been developed to provide F.T.O.'s with a reference guide to assist them in carrying out the duties and responsibilities of the program. These guidelines have been developed over a period of several years as the result of the study and evaluation of several hundred recruit officers. The sections related to job analysis, performance criteria and standardized guidelines for the evaluation process will be of particular interest to the F.T.O. An important part of this program is the Field Training Guide, which is a check list of those tasks and functions the trainee is expected to perform during each phase, after explanation and/or demonstration by the F.T.O.

Familiarization with the entire manual is necessary for those directly involved in the program as it will prepare the F.T.O. to respond to questions regarding the program and its operation from members of the department, other agencies or the general public.

When utilized fully, this training manual will insure high quality training, and fair and impartial evaluation of every trainee processed through the Field Training Program.

## II

### Duties and Responsibilities of the F.T.O.

The Field Training Officer is the essential means by which the goal of the program is achieved. Specifically, that goal is the production of a police officer able to work a solo assignment in a safe, skillful, productive and professional manner.

The F.T.O. has two primary roles to fulfill: that of a patrol officer assuming full Area and Team responsibility, and that of a trainer of recruit personnel.

In the role as trainer, the F.T.O. provides ongoing instruction in the traditional sense, utilizing innovative and practical techniques.

The F.T.O. must have the requisite skills necessary to become a reliable evaluator of a recruit's performance. The F.T.O. will be required to submit daily evaluations of the trainee's performance and submit additional documentation as required.

Written evaluation begins in Phase II. During the recruit's first week (Phase I), the recruit will receive only verbal evaluation and suggestions from the F.T.O. This period is designed to allow the recruit to become familiar with his/her new surroundings without the added stress of daily critiques.

During the last week of training (Phase V), the recruit will operate in a quasi-solo capacity, operating the police vehicle and carrying on all police activities without the direct supervision of an F.T.O. The F.T.O. shall accompany the recruit during this time, but will be in the car only as an observer. The F.T.O. shall avoid interfering with the recruit's police performance except in emergencies or situations which have developed beyond the recruit's ability to control. If at the end of the training period, an F.T.O. believes that a recruit has gained sufficient skills and knowledge to operate as a solo patrol officer, the F.T.O. shall make such recommendation in writing to the Team Sergeant and Area Commander on the final evaluation form. The final decision for a trainee's release to solo status lies with the Area Commander with the concurrence of the Field Operations Division Commander.

Finally, it is the F.T.O.'s responsibility to recommend termination of a trainee when the prospects for retention no longer exist. This recommendation will be made through the Chain of Command.

## DUTIES & RESPONSIBILITIES (Cont'd)

In that the F.T.O.'s performance is also subject to evaluation, the F.T.O.'s personal and professional conduct should be exemplary. The F.T.O. Must understand that the effectiveness, image and future of the Santa Ana Police Department is substantially decided by the quality of its personnel.

### III

#### Performance Criteria and Standardized Guidelines The Evaluation Process

Phase training requires accurate and standard documentation of the trainee's performance, in order to insure that relative progress is being made.

The evaluation process employs the use of two types of evaluation forms:

- 1.) Daily Evaluation Form (Appendix A)
- 2.) Phase/Weekly Summary Evaluation (Appendix D)
- 3.) The trainee will also be required to evaluate the F.T.O. at the end of Phases 2-5 (Appendix E)

Details and disposition of the forms are as follows:

#### Daily Evaluation Form (Appendix A)

The Daily Evaluation Form is to be completed at the end of each and every work day during training, with the exception of the first week (Phase I). This is an adjustment period designed to be without the added stress of daily critiques. The form lists 31 specific kinds of behavior. Each behavior is rated on a numerical scale ranging from one (1) which is not acceptable, to seven (7) which is superior, with four (4) being the minimum acceptable level of performance. The form requires narrative comments for all ratings of two (2) or below, and six (6) or above.

The back of the form requires the F.T.O. to identify the trainee's "Strong Points" and "Weak Points" which came to light during the day. The basis for this requirement is that some duty days may not result in performances which deserve a two (2) or below, or a six (6) or above rating, which would leave no written statements available for future evaluation. Also provided on the form is a short "Comments" section, which the F.T.O. is encouraged to use in order to note any significant activity which is not covered elsewhere on the form. Of course, a separate sheet may be attached if additional room is required.

At the end of each week, these forms (signed by both the F.T.O. and the trainee) will be attached to the weekly summary and routed to the affected Area Commander via the Team Sergeant where they will be maintained as a part of the trainee's individual training file until he/she is either released on their own or terminated. At that time, all evaluations are forwarded to the Training Section.

Because law enforcement has within it a wide variety of procedures and techniques, it is very important that F.T.O.'s have a standardized guide for these numerical values. To further assist the F.T.O. in maintaining a standard evaluating scale, a list of all 31 behaviors to be evaluated is located in Appendix C. Each behavior lists specific examples of unacceptable, acceptable, and superior performance. Referring to this list of guidelines to complete the Daily Evaluation will serve as a means of insuring program continuity.

Phase/Weekly Summary Evaluation (Appendices B&C)

This form is completed at the end of each week of training and should be a summary of the previous week's performance. The intent of the weekly summary is to clearly identify both positive and negative performance traits:

The last week of each phase requires a phase evaluation. Using the same form, check the phase evaluation box and summarize the trainee's performance of the entire previous phase. The phase evaluation will be forwarded to the trainee's next F.T.O. and will provide him/her with an over-all view of the phase just completed.

The phase evaluation will take the place of the weekly summary. There is no need to complete a weekly summary and a phase summary covering the same week.

The weekly summary should be attached to the previous week's daily evaluations and routed to the Area Commander as previously discussed.

The phase evaluation should be attached to the previous week's daily evaluations and forwarded to the newly assigned F.T.O. via the Team Sergeant. The new F.T.O. will review the evaluations and forward them to the affected Area Commander.



## GENERAL TRAINING OUTLINE

### Phase I

(Week 1)

The trainee is assigned to an F.T.O. for one week of orientation. The first week will not require written daily evaluations as it serves as the initial introduction to the Santa Ana Police Department.

### Phase II

(Weeks 2-5)

The trainee will remain with the first F.T.O. During this phase the trainee learns the techniques of proper back-up procedures, then begins training for eventual solo operations.

### Phase III

(Weeks 6-8)

The Trainee is assigned to a second F.T.O. Daily evaluations on performance continue, as the subject matter increasingly becomes more involved.

### Phase IV

(Weeks 9-11)

The trainee is assigned to a third F.T.O. The F.T.O. will provide advanced instruction in complex patrol skills not covered in the first three phases, while evaluating the trainee's ability to function independently.

### Phase V

(Week 12)

The trainee is reassigned to the first training officer, whose specific function is solely to monitor the trainee's performance. During this phase the F.T.O. will ride with the trainee and will not interfere with the trainee's police performance unless absolutely necessary. Daily evaluations on performance will continue, with emphasis being placed on the trainee's ability to make sound decisions. In the event a trainee has completed the first five phases of training without requiring remediation, the requirements of the phase training program will have been satisfied. The F.T.O. will complete a comprehensive narrative evaluation of the trainee's performance, including recommendations for outside schools which may be deemed appropriate.

### Phase VI

(Weeks 13-14) [as required]

This phase of training allows for the addition of a maximum of two weeks training time as needed for remediation. Each trainee will be afforded not more than one remediation period, the length of which will be established at the discretion of the F.T.O. If, in the opinion of the F.T.O., the trainee does not meet the requirements of the Field Training Program, the trainee's employment with the Santa Ana Police Department will be terminated.

#### IV

#### Remediation and Termination

During any given phase, the F.T.O. should recognize any deficient areas and take proper steps to correct the problem(s). The problem solving should take whatever form will best allow the trainee to progress. Details of the remediation must be documented on the daily evaluation form. If, at the completion of any phase, the trainee has not achieved competency in all subjects of the phase or has had consistent unacceptable levels of behavior, the trainee may be recycled once through the failed phase only, for a maximum of two weeks additional training. If the trainee again fails to satisfactorily complete the phase or any subsequent phase thereafter, termination should be recommended.

#### V

#### Performance Record

Preceding each phase in the trainee's manual is a performance record. The trainee must have this manual on hand while on duty, and the performance record should be reviewed daily. The F.T.O. must initial and date the space provided when the subject matter is demonstrated and again when it is performed. The trainee cannot transfer to the next phase until the current phase performance record is complete. Any deviation will require the approval of the trainee's Area Commander. The training topics are very broad and will allow the F.T.O. to apply individual teaching methods and still insure that all required areas are covered. When the F.T.O. signs the "performed" area of the performance record it indicates that the trainee is capable of handling that task in a competent manner. Keep in mind, questions will always surface. What is desired by the trainee will be knowing when and who to ask for assistance.

## GENERAL TRAINING OUTLINE (Cont'd)

Throughout the duration of the Field Training Program, it shall be the responsibility of the trainee to insure the Officer's Training Guide is properly completed. The F.T.O. should review the Officer's Training Guide on a daily basis in order to document which items were covered during that shift, as well as formulate his training plan for the following day. The Officer's Training Guide will be forwarded to the Department Training Office for review and certification of compliance with the phase training program.

At the conclusion of phases 2-5 of the training, the trainee will critique the Field Training Officers whom he/she has trained under. (Appendix E) It is to the benefit of the F.T.O. to know the impression being made on those in training. It is the belief of the department that an F.T.O. who is interested in doing the best job possible would welcome this objective feedback. With this in mind, the trainee is requested to honestly appraise and evaluate the F.T.O. in the areas provided on the critique form. The form will then be forwarded to the affected Area Commander. F.T.O.'s will receive a summary of the critique forms at the end of the training cycle. The actual critique is reviewed by the Area Commander, and is not to be given to the F.T.O. After the Area Commander has reviewed the critique he shall forward it to the Training Section.

Trainee \_\_\_\_\_

F.T.O. \_\_\_\_\_

Date \_\_\_\_\_

Field Training and Evaluation

Phase I



## Phase I

Phase One is the trainee's first week in the field. Skills taught are very basic, mostly relating to personal safety and cover responsibilities.

Though, the first phase emphasizes learning through observation, you should not relegate the trainee to passive observer position. The trainee should, within the limits of training and experience, participate as much as possible in everything you do. Explain, even on mundane duties how and why you do things. It's all new to the trainee.

Discipline should be positive, firm and enforced. You are the training officer and it is your responsibility to train while making sure that other officers and citizens don't suffer because of a trainee's lack of knowledge. This will demand immediate response on the trainee's part to every command. If the trainee makes the grade you'll have years to be friends. Right now you have a difficult job to do.

Be patient. Most seasoned officers couldn't imagine how disoriented they were in that first week in the field and with everything the trainee must learn in the first days of this phase, confusion should be kept to a minimum.

Ensure that you have signed off all those tasks that the trainee has completed during this phase. Be specific about obstacles encountered in training, a skill you don't feel you spent enough time on, etc. Please keep your comments objective and specific.

### I. ORIENTATION

#### A. Training Status

1. Daily Evaluations
2. Explain Phase Training

#### B. Tour of Police Facility

1. Location and Function of Investigations
2. Records Section (Off Limits)
3. Location of Equipment and Supplies

a. Evidence

b. Unit Keys

c. Pack Sets

d. Report Forms

e. Mail Box

T.B. Vol. I-13

D.O. 9.1.1

- 5. Communications
- C. Roll Call/Briefing Room
  - 1. Thirty Minutes Prior to Shift
  - 2. Notebook
  - 3. Complete Uniform, Inspection Ready D.O. 2,2a,b,c,d,g,f,h
  - 4. Importance of Roll Call Information
- D. Chain of Command D.O. 2.0
- E. Telephone System
- F. Miscellaneous Policies
  - 1. Residency Requirements D.O. 59
  - 2. Subpoena & Cancellation Procedure D.O. 27.4
  - 3. Preparation for Court "" ""
  - 4. Court Dress and Demeanor "" ""
  - 5. Responsibility for Taking Evidence to Court "" ""
  - 6. Location of Courts "" ""
  - 7. Testifying "" ""
  - 8. On-Call Procedure "" ""
  - 9. Court Time (pay) M.O.U.
  - 10. Vacations ""
  - 11. Holidays ""
  - 12. Sick Time (accumulation and use) ""
  - 13. Personal Necessity ""
  - 14. Bereavement Leave ""
  - 15. Industrial Injuries ""
  - 16. Overtime (paid/accumulated) ""
  - 17. Tardiness
  - 18. Required Range Qualification T.B. Vol.II-9B,D.O.46

- 19. Courtesy to Superior Officers
  - 20. Confidentiality of Criminal Records
  - 21. Relations with Outside Agencies (on and off duty)
  - 22. Outside Employment D.O. 75
  - 23. Municipal Code
  - 24. Press (media) D.O. 7B, T.B. Vol., III-22
  - 25. Bail Bondsman
- G. Introduction to Team Policing
- 1. Area/Team Responsibility
  - 2. Concepts Involving Reporting Districts and Teams
  - 3. Introduction to Specific Areas and Team Boundaries, Problems, and Crime Trends
  - 4. Street Address Numbering System
  - 5. Use of Officer's Index and City Map
- H. Departmental Programs
- 1. Civilianization(PSO,CSO,PCO,PSD,CAI) T.B. Vol. IV-8
  - 2. C.O.P.(Community Oriented Policing) " "
  - 3. F.I.P.(Field Investigator Program) T.B. Vol. III-32,34,3  
T.B. Vol. V-7,D.O. 82
  - 4. CCAP(Career Criminal Apprehension Program) T.B. Vol. III-35,  
D.O. 84
  - 5. IPSDS(Integrated Police Service Delivery System) D.O. 85
  - 6. Corporal (ATL) D.O. 6.0
  - 7. Explorers
- I. Important Locations to be Visited and Familiar With
- 1. Orange County Sheriff's Department
    - a. Records T.B. Vol. I-13
    - b. Jail System



- 2. Juvenile Hall Officer's Index
- 3. City Hall/City Attorney's Office ""
- 4. District Attorney's Office ""
- 5. Public Defender's Office ""
- 6. Hospitals
  - a. Western Medical Center
  - b. Mercy General Hospital
  - c. U.C.I. Medical Center
  - d. Fountain Valley Hospital
  - e. Children's Hospital (CHOC)
  - f. Saint Joseph's Hospital

- J. Departmental Policy Regarding Use of Force D.O. 64,  
T.B. Vol. V-4
  - 1. Firearms
  - 2. Baton/PR-24
  - 3. Mace
  - 4. Reporting Requirements T.B. Vol. V-4

II. VEHICLE INSPECTION T.B. Vol. I-17, D.O. 17

- A. Inspect Vehicle for New Damage
- B. Tire Damage and/or Wear
- C. Driving and Emergency Lights
- D. Flares
- E. Fire Extinguisher
- F. Spare Tire
- G. Fuel Level
- H. Water and Oil Levels
- I. Siren
- J. Rear Seat/Interior Search
- K. Shotgun D.O. 8-A

- L. Equipment Available in C.S.I. Units
- M. First Aid Kit
- N. Soda Water Bottle for Mace Subjects
- O. Equipment Available in Supervisor's Units
- P. Faulty Equipment Reports

III. RADIO FAMILIARIZATION

T.B.Vol.III-6,7,9,  
9A, T.B.Vol. V-1

- A. Switches (Function and Position)
- B. Various Frequencies and Functions
- C. Squelch
- D. Outside Speaker
- E. Public Address System
- F. Use of Microphone (Angle and Tone)

G. Operation of Pack-Sets

D.O. 9.1.1

H. Proper Radio Procedures

IV. DRIVING FAMILIARIZATION

D.O. 53

A. Routine Patrol: Observation of businesses, pedestrians, parked cars, activity in alleys, etc.

B. Radio Call Response: Defensive Driving, Use of rear-view mirror, seat belts, noting information while driving, parking.

D.O. 63

C. Pursuit: Pursuit policy, gravity of offense, radio coordination, traffic present.

T.B. Vol. II-24  
D.O. 53

D. Use of Radio While Driving

V. GATHERING OF BASIC INFORMATION

A. F.I. Cards (Completion and Use)

1. Pedestrian

2. Vehicle

- B. Use of Notebook
- C. Observation of Surroundings
- D. Pat-Down Search (When Necessary)
- E. Legal Basis for Contact

VII. ROUTINE RADIO - CALL RESPONSE

- A. Observation of surroundings: parked cars, cover availability, obstacles, lighting, bystanders or suspects in the area, proximity to residences.
- B. Indirect Approach (Unit) to Residence/Business
- C. Necessary Equipment (Baton, Flashlight, Etc.)
- D. Evaluation of Location: Placement of cover, doors, windows, screen door, roof access, etc.
- E. Approach to/Position at Door
- F. Use of Officer's Index to Locate Call

VIII. ROUTINE (LOW RISK) TRAFFIC STOPS

- A. Choice of Location for Stop
- B. Distance and Angle from Stopped Vehicle
- C. Mechanics of Stop: Spotlight, high-beam lights, emergency lights, outside speaker, flashers, observation of driver and passenger(s), observing oncoming traffic, etc.
- D. Approach to Vehicle: Baton and Flashlight, gun hand free, pause and observe, position during contact, position of back-up officer(s), method of contact, check physical appearance of vehicle.
- E. Issuance of Citation: Procedure for refusal to sign citation, 148.9 P.C./31 V.C.

IX. ARRESTS

- A. Evaluation of Available Cover, Surroundings, Companions or Multiple Suspects, Attitude/Past Record of Suspect(s).
- B. Position, Stance, Probable Direction of Flight, possible Use of Nearby Objects as Weapons, Bulges in Clothing, Etc.
- C. Handcuffing and Search Techniques

X. SEARCHES

- A. Check Area for Potential Weapons
- B. Reason(s) for Pat-Down or Search
- C. Position: Distance from suspect, gun side, keeping hands free, positioning of suspect(s)/companions.
- D. Checking any Bulge that could be a Weapon
- E. Custodial Search: Thoroughly check all outer and inner garments, seams, lining, shoes/boots, etc.
- F. Searching Females

XI. TRANSPORTATION AND BOOKING

- A. Transportation
  - 1. Male/Female
  - 2. Position in Unit
  - 3. Multiple Suspects
  - 4. 5150 Subjects
  - 5. Search of Unit After Removal of Suspect(s)
- B. Booking
  - 1. Protection and Welfare of Prisoner(s)
  - 2. Weapons in Jail Area
  - 3. Policy for 5150 W.I.C. Bookings

T.B. Vol.I-30,D.O. 7

XII. HIGH RISK VEHICLE STOPS

- A. Broadcasting Direction of Travel, Description of Vehicle, Number and Description of Occupants, License Number.
- B. Choice of Location for Stop: Traffic flow, cover, lighting, innocent bystanders.
- C. Distance and Angle from Stopped Vehicle
- D. Mechanics of Stop: Spotlight, high beams, red light, flashers, observation of vehicle.
- E. Commands to Occupant(s): Hand positions, keys, door, etc. (Use of P.A. System)

F. Position of Back-Up Officer(s)

G. Removal of Suspect(s) from Vehicle: Searching and handcuffing, resumption of process for multiple suspects.

H. Interior Check of Suspect Vehicle

Trainee \_\_\_\_\_

F.T.O. \_\_\_\_\_

Date \_\_\_\_\_

Field Training and Evaluation

Phase II



Phase II

Phase Two of field training covers the trainee's next four weeks in the field. It concentrates principally on participatory learning. Having functioned primarily as an observer in Phase One, the trainee will now be expected to contribute more actively and assume full responsibility as the junior officer in the car.

Basic skills initiated in Phase One will be reviewed and developed further at this time. The major categories to be covered during Phase Two are:

I. INTERMEDIATE INFORMATION GATHERING

- A. Citations: Complete boxes, determine D.O. 28 court date, disposition of copies, proper instructions to the person cited, notes on back of citation.
- B. Basic Crime and Arrest Reports: Completion of all boxes, elements of crime, narrative construction, chronological order, suspect/witness information, documenting property lost/recovered/stolen/etc., accurate recording of statements.
- C. Property/Evidence Tags: Complete D.O. 67, 67B information, use of separate tags for different types of property, proper disposition.
- D. Pre-Booking Slip: Complete required information, proper listing of charges, indicating where the arrestee's vehicle is (if applicable), etc.

II. RADIO COMMUNICATIONS

T.B. Vol.V-1

- A. Response: Hearing and acknowledging Div. Order 6 calls, use of proper status buttons, transmitting Code 4, etc., disposition and logging of call.
- B. Requests: Code 7, 10-87, 10-19, etc. Div. Order 15
- C. Inquiries: Local and NCIC want/warrant T.B. Vol.II-28A checks (968's), 10-28's and 10-29's on parked and moving vehicles. Use of Purple Channel and Teleprinter.

III. ACCIDENT INVESTIGATION

Div. Order 4,  
D.O. 10B

- A. Approach: Evaluate need for tow or additional unit to secure access or re-route traffic.
- B. Arrival: Evaluate need for Paramedics, T.B. Vol. IV-5 Fire Unit for wash-down, use of flares (lighting, pattern, placement, extinguishing).



- C. Investigation: Control and interview of witnesses, location and measurement of P.O.I., determination of V-1, V-2, V-3, prepare accurate diagram and report, requesting C.S.I. when necessary.
- D. Disposition of Involved Vehicles: Citizen request for tow, storage or impound (C.H.P. Form 180).
- E. Probable Cause to Arrest Intoxicated Driver
  - 1. Misdemeanor
  - 2. Felony

IV. SEARCHES

- A. Advise suspect(s) of reason and authority for search (when present)
- B. Control movements of suspect(s) and bystanders
- C. Vehicle: Divide into sections
  - 1. Headliner, sunvisors, package trays, rear deck
  - 2. Dashboard, glove box, ash trays, arm rests, door panels
  - 3. Seats, floorboards, trunk, engine compartment, wheel wells
- D. Building/Residence: Divide area (working from room to room/top to bottom), record exact location of all evidence, one officer search, while one officer records findings (time and location).
- E. Open Area: Use of Police K-9's, grid search, circular pattern search, assignment of specific areas of responsibility.

V. LOCATING ITEMS IN DEPARTMENT POLICY

- A. Aware of why Department Orders, Division Orders, and Training Bulletins are issued, who issues them and where to find them.
- B. Departmental Policies: Many of our daily decisions will be based on information contained in the Department Orders and the Training Bulletins. It is very important that you familiarize yourself with their contents. Some homework is necessary in this area.

VI. VEHICLE IMPOUNDS AND RECOVERIES

- A. Aware of all Applicable Laws/Vehicle Code/S.A.M.C.
- B. Proper Completion and use of Impound Forms
- C. Knowledge of Vehicle Identification Numbers, type and location(s).

Trainee \_\_\_\_\_

F.T.O. \_\_\_\_\_

Date \_\_\_\_\_

Field Training and Evaluation

Phase III



Phase III

Phase Three of training can be characterized as a period of partnership learning. Prior to this phase, the trainee has functioned primarily as a junior officer in the car. The trainee is now ready to assume some responsibility as a partner. The trainee will be expected to respond to radio calls, initiate activities, and carry contacts through to their conclusion with minimal supervision.

Basic skills taught in Phase One and Phase Two will be reviewed and developed further. Several new areas will also be covered:

I. EVIDENCE DISPOSITION

- A. Marking, Preserving, and Packaging T.B. Vol. II-47A
  - 1. "Routine" Evidence
  - 2. Evidence Held for Fingerprinting
  - 3. Evidence for D.O. J.
  - 4. Firearms (Loaded and Unloaded)
- B. Evidence Disposition in Shoplift Cases
- C. Narcotics (Gathering and Packaging)
- D. Found Property T.B. Vol. III-23
- E. "Special Storage" Materials: Flammables, explosives, delicate combustibles, ammunition, etc.

II. ADVANCED INFORMATION GATHERING

- A. D.U.I. Reports: Misdemeanor arrest T.B. Vol. II-55  
report and supplemental. Includes cause for stop, placement of driver behind the wheel, field sobriety test(s), search and securing of suspect's vehicle, choice of three tests (13353/13353.5 V.C.)
- B. Robbery: Witness interview, suspect, weapon and suspect vehicle information, C.S.I.
- C. Rape: Elements of crime (force or T.B. Vol. I-39,  
fear, penetration [however slight]), T.B. Vol. II-34  
interview of victim, physical evidence,  
physician's examination, C.S.I.

D. Warrants: Include warrant number, T.B. Vo. I-37  
issuing Judge, date of issuance, charges,  
amount of bail, multiple warrants, warrant  
arrests with added charge(s).

1. Outside Warrants

2. Santa Ana P.D. Warrants: Supplemental  
required, Arrest Disposition required on  
P.C. warrants.

III. JUVENILE CONTACTS

T.B. Vol. II-23

A. Conditions for Placement in Juvenile Hall (D.D.O.)

B. Notification of Parents

C. Release Policy: Parents, older family members,  
responsible adult, etc. (D.D.O.)

D. Truancy Cases/F.I. Cards

E. Curfew Violations

F. Placement of 5150 Cases, Child Abuse or Neglect,  
Abandoned Children, Dependent Children (A.S.H.)

IV. MENTAL ILLNESS

D.O.70, T.B. Vol. I-30  
T.B. Vol. II-57

A. County Mental Health Locations (U.C.I.M.C./T.R.C.),  
physical layout, placement requirements and 72 hour  
commitment policy.

B. Physical Handling for Transport: Use of ambulance  
and restraints if violent, language and actions to  
avoid.

C. Reports Required if Committed

V. DISTURBANCE CALLS

T.B. Vol. II-14

A. Family and Neighborhood Disputes: Arbitration,  
referrals, arrest(s) if necessary.

B. Requirements for Citizen's Arrest

C. Noise complaints: Party, stereo, barking dog,  
etc., noise abatement procedures.

D. Public Disturbances: 415's in bars, T.B. Vol. II-14  
restaurants, parks, etc.

VI. WARRANTS

T.B. Vol. I-37

- A. Radio Procedure for Running 968's
- B. Physical Process: Obtaining warrants/abstracts, endorsing.
- C. Requirements for Day/Night Service (Public place)

VII. SEARCHES

- A. Show a working knowledge of the laws that apply to searches incidental to a lawful arrest.
- B. Be aware of personal dangers inherent in a poorly conducted search.
- C. Vehicle and large area searches: Looking for people as well as contraband.
- D. Show a method of control for a large area search.
- E. Use of Police K-9 Teams.

T.B. Vol. V-18

Trainee \_\_\_\_\_

F.T.O. \_\_\_\_\_

Date \_\_\_\_\_

Field Training and Evaluation

Phase IV



Performance Record/Phase IV

	Initial/Date Demonstrated	Initial/Date Performed	Case Number(s)
Hazardous Call Response			
Advanced Investigations			
Ambush Response			
Court Preparation and Testimony			
Subpoenas			
Weapon Control Laws/Improvised Weapons			
Child Abuse and Neglect			
Sources of Information			
Policy on Enforcement			

Comments:

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Phase IV

This phase will cover advanced instruction in complex patrol skills not covered in the first three phases. The Field Training Officer will act as an advisor, covering the trainee when necessary. The F.T.O. will evaluate the trainee's ability to function independently.

The more complex skills to be covered in this phase include:

I. HAZARDOUS CALL RESPONSE

- A. Pre-planning: Access and escape routes from business complexes/residential areas, known trouble spots. Pre-planning directions for back-up units (White Channel coordination), Code 5 positions.
- B. Approach: Indirect/silent approach to location, lights out, radio low, observe for suspects and/or lookouts.
- C. Evaluation of Surroundings: Available Cover, delay approach if conditions indicate.
- D. Exiting Vehicle: Don't use flashlight immediately, walk slowly (taking in sights and sounds around you), be ready to use any weapons if surprised.
- E. Responsibilities: Vary with situation, controlling evidence, broadcasting suspect information, foot search of area, etc.

II. ADVANCED INVESTIGATIONS

- A. Requesting Paramedics as needed
- B. Rendering First Aid if Warranted
- C. Interviewing Victim(s)/Witness(es)
- D. Requesting C.S.I.
- E. Extensive Area Search for Additional Witness(es)
- F. Advise Supervisor Immediately if Wounds Possibly Fatal, handle as 187 P.C.
- G. Assign Positions to Protect Crime Scene: Do not allow unneeded officers into the scene!
- H. Do not Discuss with the News Media--Await the arrival of a Field Supervisor!

III. AMBUSH RESPONSE

T.B. Vol. I-6

- A. Locate and Maintain Cover/Concealment

T.B. Vol. V-22

- B. Consider Possible Avenue(s) of Escape
- C. Notify Dispatch
  - 1. Route for back-up units to safely approach
  - 2. Number of suspect(s) involved

IV. COURT PREPARATION AND TESTIMONY

- A. Preparation
  - 1. Review all reports relating to the incident.
  - 2. Revisit the crime scene (if applicable).
  - 3. Review C.S.I. Photographs.
  - 4. Physical evidence/chain of custody.
- B. Testimony
  - 1. Is the trainee prepared?
  - 2. Avoid appearing anxious.
  - 3. As a witness, only testify to those facts known.

V. SUBPOENAS D.O. 27-4

- A. On-Call Procedures (Court Liaison)
- B. "Blanket" Subpoena Policy

VI. WEAPONS CONTROL LAWS/IMPROVISED WEAPONS

- A. Knowledge of Applicable Laws (P.C./V.C./S.A.M.C.)
- B. Improvised Weapons: Wallet guns, pen guns, etc.
- C. Show an awareness of the seriousness and frequency of times you might encounter this type of weapon.

VII. CHILD ABUSE AND NEGLECT T.B. Vol. II-2, D.O. 70

- A. Recognizing the difference between the abused and the neglected child.
- B. Have a working knowledge of the applicable laws, P.C., W.I.C.

VIII. INFORMATION SOURCES D.O. 82,84,85

- A. Records Division
- B. Communications Division

- C. Career Criminal Apprehension Program D.O. 84  
(C.-C.A.P.)
- D. Investigations Division
- E. Field Investigator's Manual (F.I.M.)
- F. Orange County Communications
- G. Orange County Sheriff's Department (O.C.S.D.)

IX. ENFORCEMENT POLICY

- A. Can the trainee display a working knowledge of those department guidelines on arrests, citations, citizen contacts, and personal behavior?
- B. Serving Warrants
  - 1. Warrant verification
  - 2. Night Service
  - 3. Supplemental Reports (S.A.P.D. Warrants)

Trainee \_\_\_\_\_

F.T.O. \_\_\_\_\_

Date \_\_\_\_\_

Field Training and Evaluation

Phase V

Phase V

The Fifth Phase of field training will be the trainee's last week with a Field Training Officer. This period should be spent with the trainee's first F.T.O. The goal will be to demonstrate that the trainee can now work as an independent police officer in a single-officer unit. The F.T.O. will ride with the trainee and not interfere with the trainee's police performance, unless absolutely necessary. During this phase, the trainee's decision making will be monitored and evaluated. The overall goal is independence.

Phase five requires the performance records from all phases to be completed, to insure that the trainee has complied with the Phase Training Program. Daily observation reports continue to be submitted, and a final comprehensive narrative report is submitted.

Following review by the final F.T.O., a recommendation to the respective Area Commander on placement or remediation is initiated by the F.T.O.

Final Evaluation  
Field Training Program

Trainee's Name: \_\_\_\_\_ Badge: \_\_\_\_\_  
F.T.O.'s Name: \_\_\_\_\_ Badge: \_\_\_\_\_

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Having met all requirements set forth in each of the Phases of the Field Training Program, this Probationary Officer is now able to function as a solo Police Officer in a safe, professional, and competent manner.

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Comments: Review in detail the trainee's activity during this phase and fully support your recommendation. Attach additional sheet(s) if necessary. After reviewing the trainee's package, the Area Commander shall turn it in to the Training Section where it will become a permanent part of the officer's file.

Trainee Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
F.T.O. Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Field Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Area Commander: \_\_\_\_\_ Date: \_\_\_\_\_

APPENDICES



APPENDIX A

Santa Ana Police Department  
Field Training Program

DAILY EVALUATION FORM

Trainee: \_\_\_\_\_ F.T.O. \_\_\_\_\_  
 Number of weeks with Trainee \_\_\_\_\_ Phase \_\_\_\_\_ Date \_\_\_\_\_  
 Lateral? Yes No Area \_\_\_\_\_ Team \_\_\_\_\_ Watch \_\_\_\_\_

Rating Instructions: Rate observed behavior with reference to the scale below. Although you are encouraged to comment on any behavior you wish, a specific comment is required for all ratings of "2" or less, or "6" or more. If the behavior being commented upon is covered by one of the categories below, use the category number as a preface to your narrative. A rating of "4" is the minimum acceptable rating. N.O. means "Not Observed"

APPEARANCE

1. General Appearance, Specify if necessary.

1 2 3 4 5 6 7 N.O.

ATTITUDE

2. Acceptance of Criticism.

1 2 3 4 5 6 7 N.O.

3. Attitude/Self Image.

1 2 3 4 5 6 7 N.O.

KNOWLEDGE

4. Department Policies and Procedures

1 2 3 4 5 6 7 N.O.

5. Penal, Vehicle, and Related Codes.

1 2 3 4 5 6 7 N.O.

6. Chain of Command.

1 2 3 4 5 6 7 N.O.

7. Related Agencies.

1 2 3 4 5 6 7 N.O.

8. Reflected in Verbal/Written Test(s).

1 2 3 4 5 6 7 N.O.

9. Reflected in Field Performance Test(s)

1 2 3 4 5 6 7 N.O.

10. Retention.

1 2 3 4 5 6 7 N.O.

PERFORMANCE

11. Driving Skill/Normal Conditions.

1 2 3 4 5 6 7 N.O.

12. Driving Skill/Moderate and Stress Conditions.

1 2 3 4 5 6 7 N.O.

13. Index Usage: Skill/Response Time to Calls.

1 2 3 4 5 6 7 N.O.

- |   |   |   |   |   |   |   |   |      |
|---|---|---|---|---|---|---|---|------|
| 14. Routine Forms: Accuracy/Completeness.           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 15. Report Writing: Organization/Details.           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 16. Report Writing: Grammar/Spelling/Neatness.      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 17. Management of Time.                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 18. Field Performance: Non-Stress                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 19. Field Performance: Stress.                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 20. Observation Activity: Quantity/Quality.         | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 21. Officer Safety.                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 22. Investigation: Quality/Control/Completeness.    | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 23. Conflict Control: Voice Command/Physical Skill. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 24. Oral Expression.                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 25. Common Sense/Judgement/Adaptability.            | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 26. Radio: Codes and Procedures.                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 27. Radio: Listens and Comprehends Transmissions.   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 28. Radio: Articulation of Transmissions.           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |

RELATIONSHIPS

- |   |   |   |   |   |   |   |   |      |
|---|---|---|---|---|---|---|---|------|
| 29. With Citizens.                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 30. With Fellow Officers.               | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |
| 31. With F.T.O., and Other Supervisors. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N.O. |

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 Strong Points: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Weak Points: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Trainee Sign: \_\_\_\_\_ F.T.O. Sign: \_\_\_\_\_

APPENDIX B

Scale Value Definitions

- Rating      Not Acceptable by F.T.O. Program Standards
1.      Recruit Officer's behavior demonstrates that the trainee has not been provided this training or has not benefitted from experience.
  2.      Recruit Officer's behavior demonstrates little evidence that the trainee has benefitted from experience or training.
  3.      Recruit Officer's behavior demonstrates that the trainee has benefitted from experience and/or training, but the behavior is below minimum standards.

Minimum Acceptable Level

4.      Recruit Officer's behavior demonstrates that the trainee has benefitted from experience and/or training. The behavior is minimally acceptable.
5.      Recruit Officer's behavior demonstrates that the trainee has benefitted from experience and/or training. The level of behavior is in excess of minimum standards.
6.      Recruit Officer's behavior demonstrates that the trainee has benefitted well from experience and/or training. The level of behavior is in excess of minimum standards, but is not characterized as superior.

Superior by F.T.O. Program Standards

7.      Recruit Officer's behavior demonstrates that the trainee has benefitted very well from experience and/or training. The level of behavior is characterized as superior.
- N.O.      Not observed.

APPENDIX C

Scale Value Guidelines

(1.) General Appearance

- #1. Unacceptable: Overweight, dirty shoes and uniform long/unkept hair, dirty weapon, offensive body odor.
- #4. Acceptable: Neat, clean uniform and weapon, well groomed hair, shined shoes.
- #7. Superior. Clean and tailored uniform, spit-shined shoes and leather, command presence.

(2.) Acceptance of Criticism

- #1. Unacceptable: Rationalizing, argumentative, refuses to make corrections, considers criticism as negative.
- #4. Accepts criticism in a positive manner, and applies it to further the learning process.
- #7. Superior: Solicits criticism in order to improve performance, never argues or blames others.

(3.) Attitude toward Police Work/Self Image

- #1. Unacceptable: Takes police work only as a job, uses job for ego trip, no dedication.
- #4. Acceptable: Expresses an active interest toward the job.
- #7. Superior: Utilizes off-duty time to further professional knowledge, maintains high ideals toward professional responsibilities.

\*Self Image

- #1. Unacceptable: Abuses authority, badge heavy or heavy handed in dealing with others, considers him/herself superior, gossips to belittle others, complains about some assignments.
- #4. Acceptable: Sees him/herself as a part of the community, strives to help others.
- #7. Superior: Aware of job responsibilities and attitude when contacting others, views all contacts as important, cooperative, group leadership apparent, cheerfully accepts any assignment.

(4.) Knowledge of Department Policies and Procedures

- #1. Unacceptable: Has no knowledge of department policies and procedures and makes no attempt to learn.
- #4. Acceptable: Familiar with most commonly applied departmental policies and procedures.
- #7. Superior: Exceptional working knowledge of departmental policies and procedures.

(5.) Knowledge of Penal and Appropriate Codes

- #1. Unacceptable: Does not know the elements of basic sections, not able to learn, no attempt at improvement.
- #4. Acceptable: Good working knowledge of commonly used sections, relates elements to observed criminal activity.
- #7. Superior: Outstanding knowledge of appropriate codes, and an ability to apply them to both normal and unusual criminal activity.

(6.) Knowledge of Vehicle Codes

- #1. Unacceptable: Does not know the elements of basic sections, not able to learn, no attempt at improvement.
- #4. Acceptable: Good working knowledge of commonly used sections, relates elements to observed traffic violations.
- #7. Superior: Outstanding knowledge of commonly used sections, relates and applies it to both normal and unusual traffic related situations.

(7.) Knowledge of Chain of Command

- #1. Unacceptable: Does not understand chain of command, circumvents it without justification, manifests disdain for supervision, critical of supervisorial input.
- #4. Acceptable: Adheres to chain of command unless absolutely necessary or justified.
- #7. Superior: Has a good understanding of the reasons for the chain of command, follows it routinely unless justified, notifies others of alteration(s) and reason(s).

(8.) Knowledge of Related Agencies

- #1. Unacceptable: Has no understanding of other Criminal Justice agencies in the area, shows no concern for interaction, fails to understand how they relate to one another.
- #4. Acceptable: Demonstrates a working relationship with others, understands their general function and is able to utilize them to complete work.
- #7. Superior: Has a thorough knowledge of location and function of all inter-related agencies, easily directs others to correct location for problem resolution.

(9.) Knowledge Reflected in Verbal/Written Test(s)

- #1. Unacceptable: Consistently scores below average (70%) on written tests. Consistently unable to answer F.T.O.'s questions.
- #4. Acceptable: Scores 70-90% on tests. Answers most of the F.T.O.'s questions.
- #7. Superior: Scores above 90% on tests. Answers all of the F.T.O.'s questions.

(10.) Knowledge Reflected in Field Performance Test(s)

- #1. Unacceptable: After receiving training, unable to apply training to practical situations, or refuses to use method(s) taught.
- #4. Acceptable: After the F.T.O. instructs in proper procedure, recruit is usually able to apply those instructions.
- #7. Superior: After training, recruit makes no mistakes.

(11.) Driving Skill/Normal Conditions

- #1. Unacceptable: Continually violates the Vehicle Code, involved in chargeable accident(s), lacks dexterity and/or coordination while driving.
- #4. Acceptable: Ability to maintain control of the vehicle while being alert to activity outside, practices good defensive driving techniques.
- #7. Superior: Sets a good example of lawful, courteous driving while demonstrating good manipulative skills required of a patrol officer (uses radio, status buttons, etc.)

- (12.) Driving Skill/Moderate and Stress Conditions
- #1. Unacceptable: Involved in accident(s), unnecessary Code-3 operation, overuse of red lights and siren, excessive/unnecessary speed, fails to slow for intersections, loses control on corners.
  - #4. Acceptable: Maintains control of the vehicle, evaluates driving conditions and reacts properly (proper speed for conditions present).
  - #7. Superior: High degree of reflex ability and competence in driving skills.
- (13.) Use of Officer's Index/Response Time to Calls
- #1. Unacceptable: Unaware of his/her location while on patrol, does not understand proper use of index, unable to relate his/her location with destination, not familiar with Area and Team structure.
  - #4. Acceptable: Reasonable knowledge of his/her location in most situations, can quickly use index to find streets and apply to city map (if necessary) to get there.
  - #7. Superior: Retains prior street information and is able to get to destination by shortest route.
- (14.) Routine Forms: Accuracy/Completeness
- #1. Unacceptable: Unable to determine proper form for given situations, forms incomplete.
  - #4. Acceptable: Knows most standard forms and understands format, completes forms with reasonable accuracy and completeness.
  - #7. Superior: Consistently and rapidly completes detailed forms with no assistance, high degree of accuracy.
- (15.) Report Writing: Organization/Details
- #1. Unacceptable: Totally incapable of organizing events into written form.
  - #4. Acceptable: Converts field situations into a logical sequence of thought, includes all elements of crime(s) involved.

- #7. Superior: A complete and detailed account of what occurred from beginning to end, written and organized so as to assist any reader in understanding the situation.

(15.) Report Writing: Usage/Grammar/Spelling/Neatness

- #1. Unacceptable: Illegible, misspelled words, incomplete sentence structure.
- #4. Acceptable: Level of usage, grammar, spelling, and neatness are satisfactory in that errors in this area are rare and do not impair understanding of the report.
- #7. Superior: Very neat and legible, no spelling errors, excellent grammar.

(17.) Report Writing/Appropriate Time Used

- #1. Unacceptable: Requires an excessive amount of time to complete simple, basic reports.
- #4. Acceptable: Completes simple, basic reports in an appropriate time limit.
- #7. Superior: Completes simple, basic reports in no more time than that of a skilled veteran officer. \*(Articulate this depending on the type of report, and what you consider normal time to complete.)

(18.) Field Performance/Non-Stress Conditions

- #1. Unacceptable: Seemingly confused and disoriented as to what action should be taken (if any) in a given situation.
- #4. Acceptable: Able to assess the situation and take the proper action.
- #7. Superior: Requires no assistance and always takes the proper course of action.

(19.) Field Performance/Stress Conditions

- #1. Unacceptable: Becomes emotional and panic stricken, unable to function, loses temper.
- #4. Acceptable: Exhibits calm and controlled attitude, does not allow the situation to deteriorate further.
- #7. Superior: Maintains control and brings order under any circumstances without assistance.



(20.) Self-Initiated Field Activity(Quality/Quantity)

- #1. Unacceptable: Does not see, or avoids activity. Does not follow up on situations, rationalizes suspicious circumstances or extends justification for action beyond a reasonable point. Uses on-sight activity at the expense of routine patrol duties.
- #4. Acceptable: Recognizes and identifies suspected criminal activity, makes cases from routine activity on a normal basis.
- #7. Superior: Maintains and uses information given at Roll Call and from Daily Investigative Supplementals (D.I.S.) for reasonable cause to stop vehicles and persons, making good quality arrests as a result. High on-sight activity without loss of routine patrol responsibilities.

(21.) Officer Safety

- #1. Unacceptable: Frequently violates officer safety standards as detailed in number 19 (#1.) above and in addition, fails to "pat down" or confronts suspicious subjects while seated in police vehicle, fails to handcuff prisoner(s), and fails to thoroughly search prisoners and/or their vehicles. Fails to maintain position of advantage with prisoners to prevent attack or escape, exposes weapon, carries items in gun hand, stands by suspect's door, fails to properly cover other officer(s).
- #4. Acceptable: Generally displays awareness of potential danger, understands principles of officer safety.
- #7. Superior: Always maintains a position of advantage and is alert to changing conditions. Does not become paranoid or over confident.

(22.) Control of Investigation

- #1. Unacceptable: Falls into background when other officers are present even when assigned the call, timid attitude, allows citizens to unreasonably direct his/her investigation, tries to take over investigations when assigned only to assist, interrupts investigations. Can only make decisions when a supervisor is present.

- #4. Acceptable: Assumes control of assigned investigations until properly relieved or directed otherwise, doing so without an overbearing attitude, assists others without a need to assume command.
- #7. Superior: Always in control of assigned investigations, is able to delegate areas of complex situations, takes command when necessary and recognizes the need for supervisory control.

(23.) Control of Conflict-Voice Command

- #1. Unacceptable: Improper voice inflection (too soft or too loud), confused voice commands, indecisive, poor officer bearing.
- #4. Acceptable: Speaks with authority in a calm, clear voice.
- #7. Superior: Always presents the appearance of complete command through proper voice tone and bearing.

(24.) Control of Conflict-Physical Skill

- #1. Unacceptable: Cowardly, physically weak, uses too much or too little force for a given situation. Unable to use proper restraints.
- #4. Acceptable: Maintains control without excessive force, good physical condition.
- #7. Superior: Excellent knowledge and ability to use restraining holds. Always prepared to use necessary force, and above average in physical condition.

(25.) Use of Common Sense/Good Judgement

- #1. Unacceptable: Acts without thought, indecisive or naive.
- #4. Acceptable: Able to reason out a problem and relate it to what he/she is taught. Good perception and ability to make sound decisions.
- #7. Superior: Excellent perception in foreseeing potential problems arriving at advance solutions.

(26.) Radio-Appropriate Use of Codes

- #1. Unacceptable: Misinterprets code definitions or fails to use codes in accordance with policy. Fails or refuses to improve.

- #4. Acceptable: Has a good working knowledge of the majority of radio codes, and uses them properly.
- #7. Superior: Uses proper radio codes with ease in all receiving and transmitting situations.

(27.) Radio-Listens and Comprehends Transmissions

- #1. Unacceptable: Repeatedly misses his/her call sign(modat), and is unaware of radio traffic in adjoining teams. Frequently has to ask dispatch to repeat transmission or does not comprehend message.
- #4. Acceptable: Understands most radio transmissions directed to his/her unit, and is generally aware of adjoining team(s) traffic.
- #7. Superior: Always comprehends radio transmissions and quickly makes a written record. Always aware of, and quickly reacts to traffic on adjoining teams.

(28.) Radio-Articulation of Transmissions

- #1. Unacceptable: Does not pre-plan before transmitting message. Under or over modulation resulting in dispatcher constantly asking for repeat. Cuts off modat at beginning of transmissions.
- #4. Acceptable: Uses proper procedure with short, concise transmissions.
- #7. Superior: Always uses proper procedure with a clear, calm voice, even under stress conditions.

(29.) Relationship with Citizens

- #1. Unacceptable: Abrupt, belligerent and overbearing. Introverted and unresponsive. Evident hostility or sympathy with minorities due to prejudice or bias.
- #4. Acceptable: Courteous, friendly and empathetic. Communicates in a professional and unbiased manner. At ease in most situations with public.
- #7. Superior: Establishes rapport and is always objective. Always appears to be at ease in any person-to-person situation. Understands cultural differences and reacts properly.

(30.) Relationship with Co-Workers/Other Officers

- #1. Unacceptable: Gossips about others, takes sides in issues not involving him/herself, demeans civilian employees, constantly antagonizes others, excessively fraternizes when on duty or fails to associate.
- #4. Acceptable: Good peer relationships, professional in co-worker contacts, treats all politely.
- #7. Superior: Actively assists others when time permits, recognizes the importance of others and their jobs, clearly understands his/her position within the department and acts accordingly.

(31.) Relationships with F.T.O.'s and Supervisors

- #1. Unacceptable: Constant rationalization of mistakes, resists teaching techniques, argues, patronizes or is sarcastic, insubordinate, gossips about superiors.
- #4. Acceptable: Asks pertinent questions, objective in his/her desire to learn, respects F.T.O.'s and supervisor's authority.
- #7. Superior: Maintains and understands excellent student-teacher relationship with F.T.O. Understands supervisor's responsibilities and fully respects/supports their positions.

APPENDIX D  
WEEKLY/PHASE SUMMARY

\_\_\_\_\_ WEEKLY

\_\_\_\_\_ PHASE

TRAINEE \_\_\_\_\_ FTO \_\_\_\_\_

DATE \_\_\_\_\_ AREA \_\_\_\_\_

WEEK # \_\_\_\_\_ PHASE# \_\_\_\_\_

SIGNIFICANT STRENGTHS (List Three)

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SIGNIFICANT WEAKNESSES (List Three)

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COMMENTS:

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(Additional space on back)

Trainee \_\_\_\_\_

F.T.O. \_\_\_\_\_

APPENDIX E

Trainee Critique of Field Training Officer

PART ONE

Instructions:

Place your F.T.O.'s name in the blank space below. If you had more than one F.T.O. during the period being rated, place the name of the F.T.O. you spent most of your time with. Second, select the time period for which you are critiquing the officer.

F.T.O. being critiqued: \_\_\_\_\_

Phase One (Week 1) \_\_\_\_\_  
Phase Two (Weeks 2-5) \_\_\_\_\_  
Phase Three (Weeks 6-8) \_\_\_\_\_  
Phase Four (Weeks 9-11) \_\_\_\_\_  
Phase Five (Week 12) \_\_\_\_\_

1. The Field Training and Evaluation Program is concerned with both Training and Evaluation. Assign percentages (to a total of 100%) to the amount of effort your F.T.O. exerted in each area. (Example: Training 50%, Evaluation 50%.)

Training \_\_\_\_\_  
Evaluation \_\_\_\_\_

2. Using percentages again, indicate how you perceive your F.T.O. relates to you.

I am an individual. \_\_\_\_\_  
I am one of a number of police recruits. \_\_\_\_\_

PART TWO

Instructions:

Circle one of the responses which are beneath each of the seven statements below. Each answer requires a short narrative explanation.

3. The example set for you?

Poor      Fair      Average      Good      Excellent

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. The F.T.O.'s interest in imparting training material and information to you?

Poor          Fair          Average          Good          Excellent

Explanation: \_\_\_\_\_

---

5. F.T.O.'s knowledge of the training material covered?

Poor          Fair          Average          Good          Excellent

Explanation: \_\_\_\_\_

---

6. The F.T.O.'s skill as an instructor/teacher/trainer?

Poor          Fair          Average          Good          Excellent

Explanation: \_\_\_\_\_

---

7. The F.T.O.'s ability to communicate with you?

Poor          Fair          Average          Good          Excellent

Explanation: \_\_\_\_\_

---

8. The F.T.O.'s application of honesty, fairness and objectivity in rating you?

Poor          Fair          Average          Good          Excellent

Explanation: \_\_\_\_\_

---

9. The F.T.O.'s overall attitude for the job assignment?

Poor          Fair          Average          Good          Excellent

Explanation: \_\_\_\_\_

10. Comment on the area(s) in which you think your F.T.O. puts forth his/her worst effort:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Comment on the area(s) in which you think your F.T.O. puts forth his/her best effort:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Probationary Officer/Badge Number