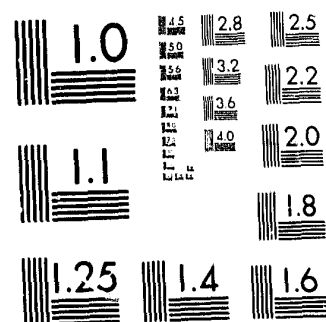


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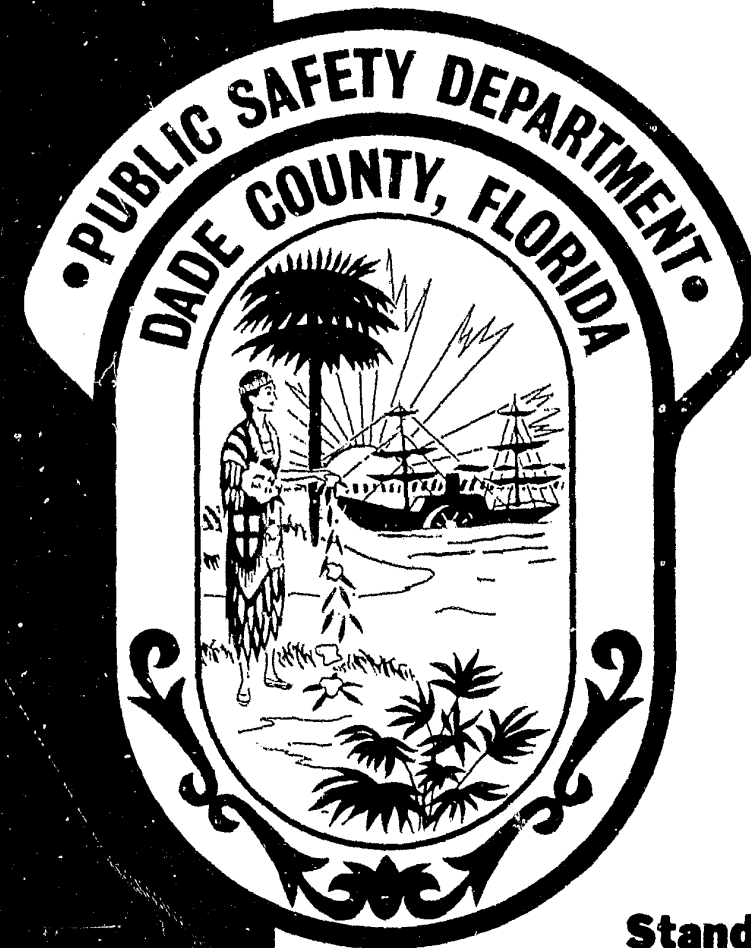
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National Institute of Law Enforcement and Criminal Justice
Law Enforcement Assistance Administration
United States Department of Justice
Washington, D. C. 20531

DATE FILMED

3-27-80



**FIELD
TRAINING
OFFICER**

NO. 4-19

**Standard Operating Procedures
Published: October, 1977**

60453

DADE COUNTY PUBLIC SAFETY DEPARTMENT

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 PUBLIC SAFETY DEPARTMENT
 DADE COUNTY, FLORIDA

STANDARD OPERATING PROCEDURE NO. 4-19

Subject: Field Training Officer

- I. BACKGROUND: The Field Training Officer (FTO) is utilized to establish a vital link in the training process by providing liaison between recruit and on-the-job training for sworn personnel. FTO's will be responsible for supervision, training, and evaluation of trainees and probationary officers during specified time periods.
- II. ACTION: A standard operating procedure entitled Field Training Officer is established. Compliance with the contents should result in standardization of the selection, procedures, and evaluations for the FTO program.
- III. CROSS REFERENCE: Dade County Employee Performance Rating Manual, and Florida Statutes, Chapter 943, Criminal Law Enforcement.
- IV. REVOCAION: None.
- V. EFFECTIVE DATE: Upon publication.

Walter J. Purdy, Acting Director
 E. WILSON PURDY
 Director

Attachment:

NCJRS

Field Training Officer; Standard Operating Procedure

JUL 23 1979

Distribution: "B"

ACQUISITIONS

FIELD TRAINING OFFICER
STANDARD OPERATING PROCEDURE

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ANNEXES

- A - Field Training Guide
- B - Employee Performance Report for Police Officers on Road Patrol
- C - Recruit Evaluation/Checklist

- I. FIELD TRAINING OFFICER (FTO): A Police Officer (PO) or Police Service Officer I (PSO) who has been certified by the Metropolitan Police Institute (MPI) to instruct recruit and probationary sworn personnel.
- II. POLICE TRAINEE (Trainee): Entry level police personnel actively engaged in formal police training at the Institute but having no permanent classified status.
- III. THE SOUTHEAST FLORIDA INSTITUTE OF CRIMINAL JUSTICE (The Institute): The Institute is responsible for the education, training, and certification of police trainees.
- IV. PROBATIONARY OFFICER: Police Officers who have successfully completed the Basic Law Enforcement Course at the Institute (or possess comparative compliance from the Police Standards and Training Commission) who have not completed the one year probationary period.
- V. PROGRAM COORDINATOR: A Police Sergeant or Lieutenant assigned to the Training Bureau responsible for coordinating the selection, training, and certification of FTO's.
- VI. TRAINING ADVISOR: Supervisory personnel assigned to the Institute to coordinate instruction and administrative tasks for police trainees.
- VII. ADVISORY COUNCIL: A group of certified FTO's appointed to assist in the FTO selection process and to review and suggest improvements in the program.
 - A. Selection: Designated commanders select one certified FTO as a representative to serve for a period of one fiscal year.
 - B. Notification: The Program Coordinator will be notified of names of appointees.
 - C. Responsibilities: Members will be responsible for researching problems related to the FTO program and propose solutions.
- VIII. FIELD TRAINING GUIDE (Annex A): A list used by the FTO to familiarize probationary officers with procedures and facilities of the Department.
- IX. FIELD TRAINING REGISTER: A field reference guide and informal performance record carried by trainees and probationary officers until attainment of permanent status.

SECTION 2 - FTO PROGRAM

- I. GENERAL: FTO's will receive specialized training in instructional, investigative, and supervisory techniques. This training, coupled with background prerequisites, will enable the FTO to make decisions pertaining to job potential of new police personnel.

A. Responsibility to the Department:

1. The FTO will be responsible for direct supervision of assigned personnel in training status.
 - a. It is incumbent on the FTO to make certain that new officers are properly instructed in the procedures which will enable them to perform at maximum efficiency.
 - b. The FTO will be responsible for completing all administrative tasks associated with the training process.
 - c. The FTO will be responsible to impart a positive attitude upon the new officer with regard to policies, rules, and procedures.
2. Through effective evaluation, the FTO will apprise the Department of trends critical to advancement and maintenance of professional standards. The FTO has a responsibility to:
 - a. Draw conclusions as to effectiveness of the basic training program and to call attention to deficient training based on field performance in relation to instruction rendered.
 - b. Draw attention to possible weaknesses in the selection process.
 - c. Establish predicate for dismissal of improperly motivated employees through the documentation of incidents, counseling, and failures to rectify conditions.
3. An FTO, when engaged in training new personnel, will perform the routine duties normally assigned to the patrol function. However, during periods engaged in training probationary officers and trainees, formal evaluation of the FTO's productivity should include consideration of the additional responsibilities not shared by other squad members.

B. Responsibilities to the Trainees and Probationary Officers: The FTO will provide the model, instruction, and counseling necessary to enable new officers to achieve career fulfillment with the least amount of difficulty.

1. FTO's will be responsible during the 60 day initial evaluation period for familiarizing trainees with departmental rules and regulations, district orders, and all facets of investigation and reporting as listed in the Field Training Guide (Annex A).

SECTION 3 - SELECTION

- C. **Disciplinary Actions:** The FTO will be considered an intermediate supervisor. As such, the FTO will normally conduct all necessary counseling up to, and including, recommendation of disciplinary action. When a supervisor deems it necessary to administer additional counseling or disciplinary action, the FTO will be present as a party to the action.
- D. **Recommendation for Assignment:** After assessing performance, the FTO shall make recommendations to the respective Commander concerning future assignment of probationary officers utilizing the evaluation form.
1. The Probationary Officer may proceed to the next scheduled riding assignment: This connotes satisfactory performance. Any reservations as to the officer's abilities and weaknesses will be included in the evaluation report for the benefit of subsequent FTO's.
 2. The Probationary Officer may be released to one-man patrol: This recommendation will be made only at the end of the third or fourth 20 day evaluation period and only if the FTO is certain that the probationary officer has remedied any deficiencies noted by other FTO's.
 3. The Probationary Officer should be terminated: The FTO will recommend termination of a probationary officer at any point for the best interest of the Department. This recommendation will be accompanied by written documentation as to the reasons termination is advocated. Specific referral to violation of the Departmental Manual, Administrative Orders, and County Personnel Rules is required. Examples of justification for termination will be cowardice, dishonesty, inability to write effective reports, unwillingness to assist fellow officers, tardiness, lack of concern for accomplishing assigned tasks, or frequent inappropriate response to duty situations. Generally, this recommendation will not be made during the first evaluative assignment.
 4. The Probationary Officer is recommended for one additional riding assignment: The FTO may recommend a fourth riding assignment if mitigating circumstances would prevent a recommendation for termination, notwithstanding poor performance.
- E. **Signal Reassignment:** The FTO will rely on the availability of a variety of field experiences to expose trainees or probationary officers to routine police patrol. An FTO will request, with supervisory approval, reassignment of calls originally dispatched to other units in the district for the purpose of training and evaluating a probationary officer or trainee. This shall not be construed to mean this method will be the sole source of assigned calls. The FTO may not refuse a call for training reasons, and will remain governed by the provisions of Standard Operating Procedure No. 4-8, Departmental Communications Manual.

- I. **GENERAL:** The number of certified, active FTO's in respective commands will be maintained at ten. Vacated positions may be filled by utilizing the following prescribed selection process:
- A. **Notification of Position Vacancies:** Commanders will announce the position vacancy via roll call memorandum. The memorandum should be conspicuously posted until the vacancy is filled.
 - B. **Eligibility:** Uniformed permanent status PO's and PSO's with a minimum of two years patrol experience, will be eligible. Additional factors to be considered:
 1. Satisfactory or higher performance evaluation for the previous year.
 2. Disciplinary actions within the previous two years.
 3. A minimum of 60 college credits or an Associate Degree in any field recognized as job associated by Police Standards and Training Commission.
 4. General investigative experience.
 5. Physical condition.
 6. Completion of Officer Refresher Training Course.
 - C. **Selection Process:** Interested and qualified personnel will initiate the selection process in the following manner:
 1. A memorandum will be forwarded to the officer's immediate supervisor and will include the following information:
 - a. Name and rank.
 - b. Completion date of Officer Refresher Training.
 - c. Length of service.
 - d. All previous assignments.
 - e. College credits or degrees earned and in what fields.
 - f. A statement as to the officer's understanding of the position, its responsibilities, authority, and other provisions as related in this manual.
 2. Request will be forwarded to the respective commander via the chain of command. The supervisor will attach a memorandum summarizing the candidate's qualifications or lack of qualification. Supervisors are invited to recommend approval or disapproval of the request.

3. Names of candidates recommended by the respective commander will be forwarded to the Advisory Council for further evaluation.
4. The Advisory Council is responsible for evaluating all candidates submitted. The Council will:
 - a. Review the application.
 - b. Review each applicant's personnel file.
 - c. Review each applicant's Internal Review file (substantiated personnel complaints only).
 - d. Conduct interviews of each applicant regarding job knowledge, ability to articulate verbally, and motivation in applying for the position.
 - e. Provide the commanders with a written report of the findings and recommendations as to the most qualified candidate from each submitting entity. A copy of the report will be forwarded to the Training Bureau.
5. The Advisory Council may be convened by the Training Bureau Supervisor to address issues which affect the FTO program. The Program Coordinator will notify council members and district or unit commanders of the convening of the council. The coordinator will furnish members with:
 - a. The date, time, location, and purpose of the meeting.
 - b. Personnel files of FTO candidates when subject to review by the panel.
 - c. An agenda of specific topics to be discussed.
 - d. Secretarial support to record the minutes of the meetings.
6. Commanders, upon receipt of the recommendations of the Advisory Council, will make the final decision in filling the position vacancy.
 - a. Names of appointees will be forwarded to Training Bureau by memorandum.
 - b. Selected personnel will be promptly notified.
 - c. Non-selected personnel will be notified within five working days. Whenever possible, rejected personnel should be informed of the reason for non-selection.
7. Upon receipt of the memorandum of appointment, the Training Bureau will schedule the candidate for training.

- II. TRAINING: Once selected, candidates will receive the following training prior to certification as an FTO.
 - A. FTO Training Course: Minimum of 40 hours instruction and shall include classes in instructional techniques and driver training.
 - B. Line Supervision - 40 hours: Designed to impart basic supervisory skills to personnel engaged in managing the productivity of others.
 - C. Certification: Upon successful completion of all prescribed training, the Metropolitan Police Institute will certify the FTO as a qualified instructor.
 - D. Instructor Patch: A certified FTO is authorized to wear an instructor patch as provided by the Department. The cloth patch will be worn directly beneath the district patch on both shirt sleeves.
 - E. Seminars: FTO's will attend a 16-hour refresher seminar bi-annually during April and October.
 1. The Training Bureau is responsible for establishing a relevant program designed to update FTO information and training techniques.
 2. FTO seminar will take preference over regular officer in-service training.
 3. Failure to attend the seminar will result in termination of FTO status.
 - F. Transfer: Personnel certified as an FTO may not request transfer from a uniformed assignment for a period of 12 months from date of certification.
 - G. Termination of FTO Status: Reasons for termination of FTO status are:
 1. Completion of 12 month term.
 2. Promotion.
 3. Reassignment to a non-uniform assignment beyond the control of the employee, or
 4. Assignment to light duty.
 - a. Training Bureau will be notified of any change within ten days of effective date.
 - H. Involuntary Removal: The FTO may be removed by the respective commander.
 1. Information concerning removal will be placed in the employee's personnel folder. A copy of the report will be forwarded to the Training Bureau Supervisor within ten days of effective date.

2. Causes for removal from FTO status will include, but not be limited to: General poor performance; inability to provide in-depth personnel evaluations; lack of enthusiasm for training duties or reluctance to take new assignments; failure to attend scheduled FTO seminars; violations of the Departmental Rules or Chapter VIII of the Dade County Personnel Rules; or frequent safety violations (vehicular oriented or otherwise).
- I. Compensation: A certified FTO will receive a one step salary supplement for each pay period in which active training, in excess of 40 hours is accomplished.
 - a. The immediate supervisor will record the dates on which the FTO was engaged in training by indicating FTO in the remarks section of the unit time sheets.

SECTION 4 - PROCEDURES

- I. GENERAL: Procedures for assigning trainees and probationary officers will be followed by FTO's, district personnel, and departmental liaison personnel assigned to the Institute. Trainee and probationary officers assigned to district commands for the purpose of exposure to police operations and formal evaluations shall not be assigned to ride with personnel who are not certified FTO's.
- II. ASSIGNMENTS:
 - A. Trainee Assignments: The length of riding assignments established for trainees will follow departmental requirements.
 1. The Training Bureau will notify the receiving district no later than ten working days prior to the scheduled riding assignment. A copy of the notification will be sent to the Institute and will contain the following information:
 - a. Names of trainees and the district to which assigned.
 - b. Dates of assignment.
 - c. Complete list of topics in which trainees have received instruction.
 2. Districts receiving notification from the Training Bureau will respond in writing to the Training Bureau with copies to the Institute and Personnel Bureau no later than five working days prior to the scheduled riding assignment indicating the following information:
 - a. Reporting date and time for each trainee. Trainees may be assigned to ride any shift with a certified FTO.
 - b. The name of the FTO to whom the trainee will report.
 - c. FTO's Social Security Account Number.
 3. Upon receipt of a copy of the district memorandum, the Institute staff will notify the trainee of the assignment and FTO's name.
 4. The FTO will receive a copy of all available papers pertaining to the assigned trainee.
 5. Trainees may be assigned to more than one FTO during a scheduled riding assignment only if the originally assigned FTO's normal days off occur during the trainee's riding week.
 - a. FTO's may adjust their days off to correspond with the trainee riding assignment to provide continuity of training and evaluation. Upon receipt of trainee assignment notification, the FTO will request a schedule adjustment by memorandum submitted to the District Commander via chain of command.

6. Trainees will be evaluated on their ability to perform the tasks for which they have been trained. Tasks which have been assigned to the trainee for evaluative purposes will be noted in narrative form in the Training Register:
 - a. If the trainee's performance was notably sub-standard, the FTO will forward the evaluation to the Institute and request a conference with the Training Advisor and the trainee.
 - b. Trainees are covered by County liability insurance while operating a County vehicle and will operate vehicles in conformance with departmental rules and directives.
 - c. Inability of a trainee to operate a vehicle in a safe manner will be documented.
 - d. Trainees will become familiar with proper radio procedures.
 - e. Trainees will not utilize firearms on riding assignments. Familiarization of safety procedures for weapons contained in the vehicle will be provided.
 - f. Trainees will not be assigned desk duties unless injured or on a light duty assignment. Such status must be reported by the Institute in advance of the assignment.
- B. Probationary Assignments: Probationary officers, upon graduation from the Institute or upon receiving a certificate of comparative compliance, and being assigned to a district, will be assigned to ride with three different FTO's for a period of 20 working days, on a different platoon or shift:
1. The Administrative Section, Police Division, will supply the Institute Training Advisor, Training Bureau, and affected commander with a list of duty assignments for a graduating class three weeks prior to the expected date of completion of formal post-academy orientation.
 2. Probationary officer will be assigned to an FTO. The administrative office will notify Personnel Bureau via memorandum of the following information:
 - a. FTO's name and Social Security Account Number.
 - b. Inclusive dates of assignment to probationary officer.
 3. The Institute Training Advisor will advise the trainees of their assignments.
 4. The assigned FTO will be introduced to the probationary officer during the post academy orientation.
 5. The probationary officer will be evaluated during evaluation assignments. Probationary officers should operate as a one-man

unit with an observer, the FTO. Particular emphasis is placed on developing skills in the area of defensive driving, report writing, accident investigation, and traffic enforcement. Familiarity with all topics of the Field Training Guide is achieved by the end of the third evaluation period.

6. Work schedules of FTO's and assigned probationary officer will correspond.
 - a. FTO's will not adjust schedules, use compensatory time off, or annual leave while assigned a probationary officer.
 - b. In the event that an FTO is required to take sick leave or emergency leave during an assigned training period, the probationary officer will be placed with another certified FTO.
7. Utilization of an FTO as an acting supervisor when not assigned a trainee or probationary officer is left to the discretion of the respective commander.
 - a. FTO's will not simultaneously act in the capacity of an FTO and Acting Supervisor.
8. FTO's will be utilized for guiding civilian observers on routine patrol, providing that the FTO is not engaged in training or as an acting supervisor.

C. Training Register: The register is designed to be utilized as follows:

1. The register will be issued by the Supply Room at the time of original equipment issue.
2. Trainees will be required to carry the Training Register on all field riding assignments. The FTO will make appropriate comments relating to trainee's performance in the training log section of the register, and return to the trainee. The trainee will submit the register to the class Training Advisor for review on the first class day following a riding assignment. The Training Advisor will review the comments and enter in the log a record of any corrective action taken. The register will be returned to the trainee.
3. Probationary officers will carry the Training Register daily during probation period. The register will be presented upon request of the FTO during riding assignments. The FTO may utilize the register to identify areas of performance where the work product was substandard and base future training on those weaknesses. A record may be made noting strengths and deficiencies in the probationary officer's work product.
4. The Training Register is divided into two parts; the Data Index Section and the Training Log. At the end of the final riding

assignment, the Training Log will be removed and forwarded to the Training Bureau with copies of the probationary officer's first 60 worksheets and third formal evaluation. These items will be filed in the probationary officer's training file.

5. A notebook filler pad will be inserted in the register to replace the Training Log. The note pad and Data Index Section combined in the Register will replace the standard issue hip pocket notebook and will be utilized as the officer's field notebook.

a. The Supply Room will maintain an adequate stock of lined notebook filler pads for issue to the district stations upon receipt of a standard supply requisition. The districts will make distribution to assigned personnel as needed.

D. Activity Reports: Each evaluation will be submitted with machine copies of all Activity Reports completed by the probationary officer during the period being rated.

SECTION 5 - EVALUATIONS

I. GENERAL: The Employee Performance Report for Police Officers on Road Patrol (Annex B) will be utilized for evaluating probationary officers. Trainees will be evaluated on the Recruit Evaluation Checklist provided by the Institute (Annex C).

II. PROBATIONARY OFFICERS: Evaluations will be completed as follows:

A. Preparation:

<u>ITEM</u>	<u>INSTRUCTION</u>
Name	Enter name of employee being rated.
Period Covered	Enter dates for which the employee is being rated; e.g., 10 Sept 77 to 7 Oct 77.
Civil Service Status	Enter Probationary.
If Prob., Date Ends	Enter date probationary officer's probation period ends.
District	Enter number of district assignment.
Rating Scales	The rating scales are made up of vertical lines numbered at points from one to nine. To indicate the rating, circle the appropriate hash mark along the scale either at a number or a halfway point between two numbers. Nine indicates outstanding, five satisfactory, and one unsatisfactory.

B. Guidelines: The following areas outlined are intended as a guide for each aspect being rated.

I. Job Knowledge:

- a. Field reports and forms
- b. Departmental rules, policies, and procedures.
- c. Desk operations
- d. Police vehicle and equipment
- e. Radio procedures
- f. Patrol functions

- g. Investigations
- h. Arrests
- i. Search and seizure
- 2. Judgment:
 - a. Defensive driving and speed control.
 - b. Proper use of red light and siren.
 - c. Awareness of high speed hazards.
 - d. Exercising safety techniques in traffic situations.
 - e. Stress and emergency situations.
- 3. Initiative:
 - a. Takes command of a situation.
 - b. Volunteers for assignments or tasks.
 - c. Eagerness to take on new responsibilities.
 - d. Corrects own deficiencies.
- 4. Dependability:
 - a. Predictable behavior under stress and routine circumstances.
 - b. Attendance
 - c. Follows instruction and supervision.
- 5. Demeanor:
 - a. Personal appearance and hygiene.
 - b. Conduct in public.
 - c. Care and maintenance of equipment.
- 6. Attitude:
 - a. Accepts and uses constructive criticism.
 - b. Commitment and dedication to law enforcement profession.
 - c. Job satisfaction.
- 7. Relations with Others:
 - a. Fellow officers.

- b. Courtesy and understanding in dealing with citizens.
- c. Other agencies; e.g., SAO, FBI, municipal police, court personnel, attorneys.
- 8. Communications:
 - a. Report writing
 - b. Radio procedure
 - c. Articulation
- C. Rater Recommendation: Satisfactory or Is Not Satisfactory will be indicated and the FTO will discuss the evaluation with the probationary officer.
- D. Rater's Summary: Constructive and specific statements for improving the probationary officer's performance will be indicated.
- E. Distribution: Distribution will be made by respective commanders:
 - 1. White copy to officer.
 - 2. Green copy to Personnel Bureau.
 - 3. Yellow copy to district file.
 - 4. Machine copy to FTO.
 - 5. Machine copy to Training Bureau.
- III. TRAINEE: The Recruit Evaluation Checklist (Annex C) provided by the Institute will be utilized for evaluation of trainees.
 - A. Preparation: The FTO will indicate Satisfactory, Improvement Needed, or Non-Applicable.
 - 1. If Improvement Needed is indicated, supporting statements will be made under item 16, Any Additional Comments.
 - B. Discussion: The FTO will discuss the evaluation with the trainee.
 - 1. The FTO and Training Advisor will discuss the evaluation in instances of less than satisfactory performance.
 - C. Distribution: The form will be sent to Training Bureau for review and forwarded to the Institute with copies of activity reports.
- IV. FIELD TRAINING OFFICER: FTO's will be evaluated on the standard Employee Performance Report for Police Officers on Road Patrol. The FTO will be rated by his immediate supervisor with review by the respective commander.

FIELD TRAINING GUIDE

- A. **Evaluation:** Supervisors will evaluate supervisory abilities and instructional capabilities of any FTO who, during the evaluation period, trained police personnel or acted in a supervisory capacity. In summation, the supervisor will indicate the dates and names of trainees and probationary officers the FTO has trained, and the skill used to instruct and evaluate them. If the FTO has been utilized as an acting supervisor, indicate the FTO's effectiveness in that capacity.
- B. **Supervisory Ability:** If an FTO has not trained a trainee or probationary officer and has not acted as an alternate supervisor, no referral to Supervisory Ability is required.
- C. **Departmental Guidelines:** Departmental guidelines for completion of the standard evaluation form are not affected by this manual.
- D. **Review of FTO Status:** An evaluation reflecting less than five points on a scale of one to ten in any of the eight categories of job performance will be grounds for critical review of the FTO's status by the District Commander.

I. GENERAL:

- A. **Purpose:** The FTO will use the guide as an aid to familiarize probationary officers with procedures and facilities of the Department.
- B. **Responsibility:** It is the responsibility of the FTO to address the below listed items:

1. Tour of Facilities:

Equipment and report storage
 Armory
 Personnel lockers and mailboxes
 Subpoena log
 Bulletin board
 Computer terminal
 Telephones
 Parking facilities and regulations
 Building security procedures
 Prisoner facilities
 Grid maps
 Watch order boards
 Motor vehicle assignment boards

2. Roll Call:

Reporting time
 Preparation for inspection
 Maintenance of notebook

3. Field Reports and Forms:

Arrest forms
 Offense and Incident report
 Continuation report
 Property receipt
 Supplementary Report
 Vehicle Storage Report
 Driver - Owner Release form
 Florida Traffic Accident Report
 Hit and Run Supplementary Report
 Driver's Exchange Form
 Subpoenas
 Activity Report
 Florida Uniform Traffic Citation
 Uniform Parking Complaint and Ticket
 Florida Law Enforcement Handbook
 Damage Release Stickers (county vehicle accidents)
 Field Interrogation cards

4. Administrative Forms:

Leave request
Overtime form
First report of injury
Use of force report
Vehicle maintenance
Personnel information cards

5. Departmental Rules, Policies, and Procedures:

Dade County Personnel Rules
Departmental Manual
Necessity for chain-of-command
Public relations, press policy, and availability of information
Gratuities and rewards
Use of firearms and limitations
Earned leave pool

6. Desk Operations:

Accepting prisoner
Records check
Booking log
Re-advise prisoner of charge or charges
Prisoner's telephone call
Bonds
Voters Registration card release
Criminal
Custody release
Photos
Fingerprints
Jail numbers

7. Police Vehicle:

Maintenance check
Damage inspection
Required equipment
Facilities for gasoline and maintenance
Speedometer calibration cards

8. Police Communications:

a. Use of vehicle radio:

Use of normal voice
Consciousness of status of other units
Meaning of Dade County
Procedures for putting out BOLO's

b. Message Center:

Arrest Tow-in
Abandoned Vehicle
Accident Tow-in

Stolen Vehicle
Missing Person
Message Cancellation

9. General Operating Procedures:

- a. Utilization of daily bulletin.
- b. Field interrogation and card file.
- c. Questioning witnesses.
- d. Report writing.
- e. Obtaining description of persons and property.

f. Development of information:

Informants
Other agencies
Records

- g. Administrative Orders (B+).
- h. Standard Operating Procedures (B+).
- i. Obtaining support services:

Tow trucks
Ambulances
Fire Department
Animal Control
Humane Society
A.A.A.
Florida Power & Light Company
Southern Bell Telephone & Telegraph Company

j. First Aid

10. General Patrol Procedures:

- a. Proper driving habits.
- b. Answering routine, non-emergency call.
- c. Driving and parking in emergencies.
- d. Pursuit driving.
- e. Identification and apprehension of traffic violators.
- f. Stop violator's vehicle so as not to impede other traffic.
- g. Use of red light and siren.
- h. Positioning patrol car in relation to violator.

- i. Geographical features of area/district:
 - Streets and address systems
 - Location of hospitals, fire stations, police call boxes, wrecker services
- j. Primary functions while patrolling:
 - Observant for fresh signs of break-ins
 - Watch for ladders, scuff marks
 - Broken windows
 - Watch orders

11. General Investigation:

- a. Determining if a crime has been committed.
- b. Protecting crime scene.
- c. Requesting mobile crime lab.
- d. Requesting specialized investigators.
 - Homicide
 - Robbery
 - General Investigation Unit
 - Traffic Homicide
 - Vice
- e. Obtaining descriptions, general peculiarities, outstanding features for identification and value.
- f. Evidence - How to mark, transport, wrap, label, and place in property room, importance of chain of possession.
- g. Line of authority and responsibility at crime scene.
- h. Recognizing and identifying modus operandi.

12. Motor vehicle accidents:

- a. Locating drivers.
- b. Clearing the scene to allow free flow of traffic (except when requesting Traffic Homicide).
- c. Determining responsibility, issuing citation.
- d. Hit and run.
- e. Driver Exchange of Information forms.
- f. Accident involving County equipment.

13. Offense Incidents:

- a. Murder and suicide:
 - Protection of scene
 - Call Homicide, Detective Bureau Shift Commander, and Crime Lab
 - Keep all witnesses at scene
 - Isolate suspect
 - Responsibility for calling Medical Examiner and State Attorney's Office
- b. Involuntary Sexual Battery.
- c. Robbery:
 - Contacting Detective Bureau Shift Commander's Office.
- d. Apparent natural death:
 - Call Homicide Section
 - Handle as though a criminal homicide
- e. Attempt suicide:
 - Placing charges for confinement purposes
 - Initiating commitment procedures
- f. Burglary:
 - Determining method of entry
 - List all missing articles
- g. Auto theft:
 - Establish ownership
 - Determine if under lien and possible repossession
 - If legitimate, issue message and filing of charges when perpetrator is apprehended
- h. Recovery of stolen vehicles:
 - PSD messages
 - Other agency messages
 - When to request lab for processing
- i. Larceny:
 - When to request Crime Lab
 - Shoplifting and the authority of store agents
- j. Recovery of property:
 - Obtain all identification and marking

- k. Missing persons
 - Small child - initiate immediate search and notify supervisor
- l. Juveniles:
 - Delinquency
 - Warn and dismiss
 - Temporary release to parents--referral to juvenile court
 - Detention in Youth Hall
- m. Sex offenses:
 - Indecent exposure
 - Sexual battery--Capital felony if victim is under 11 years of age
 - Incest
 - Unnatural and lascivious act
 - Obscene materials
 - Carnal intercourse--under 18 years of age
 - Lewd and lascivious behavior
 - Child molestation-- felony if victim is under 14 years of age
- n. Civil Disorders.
- o. Animals:
 - Animal Control Unit
 - Licensing
 - Loose domestic animals
 - Humane Society
 - Injured animals
 - Loose non-domestic animals
 - Animal bites
 - Quarantine requirements
 - Notification of Health Department
- p. Domestic disturbances:
 - Arbitration
 - Referral--government agencies or Safe Streets Unit
- q. Worthless or forged documents:
 - Counterfeit money--jurisdiction of Secret Service
 - Checks--importance of criminal intent
 - Insufficient Funds--refer to State Attorney's Office
 - Forgery or No Account--impound check
- r. Myers Act
- s. Baker Act

- 14. Arrests:
 - a. Six circumstances where an officer may make an arrest:
 - With a warrant
 - Knowledge of a warrant
 - Offense committed in his presence--traffic
 - Knows a felony has been committed and has reasonable grounds to believe a suspect committed it
 - Reasonable grounds to believe a felony has been committed and that suspect has committed it
 - Certain misdemeanors not committed in presence of officer
 - b. Mechanics of arrest:
 - How to search a male
 - When and how to search a female
 - How to make an arrest
 - Use of force
 - Resisting arrest
 - Precautions with subject
 - c. Transportation of prisoners:
 - Procedures when transporting in vehicle
 - Female, two officers, starting and ending mileage
 - d. Procedures in handling prisoners at station:
 - Search prior to placing in cell
 - Receipt for property
 - Obtaining jail number applicable
 - e. Juvenile detention procedures:
 - Isolation from adult unless the same incident
- 15. Search and Seizure:
 - a. When officer has authority to search:
 - Incidental to a lawful arrest
 - With a search warrant
 - Voluntary consent
 - Legal waiver--licensed bars, hotels, groceries selling alcoholic beverages, etc.
 - b. What may be seized.
 - c. Stop and Frisk law.
- 16. Legal Process:
 - Method of filing information
 - Search warrants
 - Preparation for court appearances

Courtroom testimony and demeanor
Depositions for defendant
Arrest warrants

17. Unlisted Items:

Add items peculiar to your district or which you wish to become
standard training items below:

**METROPOLITAN DADE COUNTY—PUBLIC SAFETY DEPARTMENT
EMPLOYEE PERFORMANCE REPORT FOR POLICE OFFICERS ON ROAD PATROL**

Name	Period Covered	Civil Service Status	If Prob., Date Ends	District
(last)	(first)	(initial)	(from)	(to)

Job Knowledge — Awareness of procedures, laws, and court rulings, and changes in them.

(9) _____
 (8) _____
 (7) _____
 (6) _____
 (5) _____
 (4) _____
 (3) _____
 (2) _____
 (1) _____

Judgment — Observation and assessment of the situation and taking appropriate action.

(9) _____
 (8) _____
 (7) _____
 (6) _____
 (5) _____
 (4) _____
 (3) _____
 (2) _____
 (1) _____

Initiative — Individual personal performance conducted without either direct supervision or commands, including suggestions for improved departmental procedures.

(9) _____
 (8) _____
 (7) _____
 (6) _____
 (5) _____
 (4) _____
 (3) _____
 (2) _____
 (1) _____

Dependability — Predictable job behavior; including attendance promptness, and reaction to boredom, stress and criticism.

(9) _____
 (8) _____
 (7) _____
 (6) _____
 (5) _____
 (4) _____
 (3) _____
 (2) _____
 (1) _____

Demeanor — Professional bearing as determined by overall neatness of uniform, personal grooming, and general physical condition.

(9) _____
 (8) _____
 (7) _____
 (6) _____
 (5) _____
 (4) _____
 (3) _____
 (2) _____
 (1) _____

Attitude — General orientation toward the law enforcement profession and the department.

(9) _____
 (8) _____
 (7) _____
 (6) _____
 (5) _____
 (4) _____
 (3) _____
 (2) _____
 (1) _____

Relations with others — Ability to deal with people he comes into contact with during the performance of his job, including the public, fellow officers, and supervisory personnel.

(9) _____
 (8) _____
 (7) _____
 (6) _____
 (5) _____
 (4) _____
 (3) _____
 (2) _____
 (1) _____

Communication — Ability to make oneself understood and gather and transmit information, both in oral and written fashion.

(9) _____
 (8) _____
 (7) _____
 (6) _____
 (5) _____
 (4) _____
 (3) _____
 (2) _____
 (1) _____

Rater's Recommendation (for employees under consideration for a merit raise or permanent status)

This is to certify that the overall performance of the subject employee _____ is _____ is not satisfactory.

The employee _____ is _____ is not recommended for _____ a merit raise _____ permanent status.

This report is based on my observation and knowledge. It represents my best judgment of the employee's performance.

RATER _____ Date _____

DIVISION _____ Unit _____

I have reviewed this report. It represents the facts to the best of my knowledge. I concur in the recommendation, if any, as to merit raise or permanent status.

REVIEWER _____ Date _____

In signing this report I do not necessarily agree with the conclusions of the rater. I understand that I may write my comments on the reverse side. I have received a copy of this report.

EMPLOYEE'S SIGNATURE _____ Date _____

(Rater's summary comments should be put on attached sheets).

EMPLOYEE

ANNEX B - Field Training Officer

0

RECRUIT EVALUATION/CHECKLIST

FOR RECRUIT _____ FOR PERIOD: FROM _____

RIDING ASSIGNMENT # _____ TO _____

TRAINING WEEK # _____

This evaluation/checklist should be completed on the recruit for each riding assignment.

Should the officer have any additional comments of information he should feel free to contact the Training Advisor or the Department Training Unit.

- Sat: Satisfactory
- I.N.: Improvement Needed
- N.A.: Non Applicable

Check appropriate box.

1. ROLL CALL - PREPARATION AND EQUIPMENT

- Uniform clean, pressed, complete
- Leather equipment
- Flashlight, baton, key, bulletin and memo book
- Personal grooming, shave, haircut

2. ROLL CALL - PREPARATION AND ASSIMILATION OF INFORMATION

- Reporting time
- Descriptions recorded
- Hot-sheet completion
- Proper attention to others

3. POLICE VEHICLE - INSPECTION AND CHECK OF EQUIPMENT

- Maintenance and damage inspection
- Inventory of equipment check
- Proper driving habits
- Use of equipment - first aid kit, guns, extinguisher

SAT.	I.N.	N.A.

	SAT.	I.N.	N.A.
4. <u>RADIO - GENERAL KNOWLEDGE AND ADAPTABILITY</u>			
How to use mechanically - on/off squelch, microphone			
Receiving broadcasts and recording			
How to broadcast a description			
Asking for information on wanted items			
The "Signals"			
Broadcast during pursuits			
5. <u>RESPONDING TO ALARMS</u>			
Crime in progress			
Investigate crime			
Prowler			
Fire alarms			
Stay-in-service calls			
6. <u>TRAFFIC SUMMONS PROCEDURE</u>			
Clocking the speeder			
Observing the violation - cruising or parking			
Stopping the violator			
Initial conversation with driver - approach			
Demeanor during period summons is written			
Attitudes toward violators - nothing personal			
Advising the violator as to his procedure			
Concluding the contact			
7. <u>INVESTIGATION AT SCENE OF INCIDENTS</u>			
Accidents, Burglaries, Homicides, Thefts, Disturbances, Fights, Prowlers, Family Trouble (type of report)			
Approach to scene			
Locating witness			
Gathering and preserving evidence			
Report writing			
Notifying I.D., C.I.S., etc.			
8. <u>PROPERTY PROCEDURES</u>			
Vehicle inventory			
Evidence inventory			
Lost or stolen property recovered			
Prisoner's property			
Property releases			
9. <u>INTERROGATION PROCEDURES</u>			
Suspects			
Determining whom to interrogate			
Approach to suspect			
Questioning suspects			

	SAT.	I.N.	N.A.
Witness			
Locating			
Tact and diplomacy to get information			
Victims			
Tact			
10. <u>ARRESTS - MAKING OF</u>			
Taking into custody			
Felony			
Misdemeanor			
Females			
Juveniles			
Controlling arrested persons			
Removing arrestee from crowded location			
Placing unruly prisoners in conveyance			
Booking procedures			
Sick or injured prisoners			
11. <u>REPORTS - MAKING OF</u>			
Accident			
Criminal offense			
Sudden death			
Suicide or attempt			
Field interrogation/V.O.			
Memoranda			
Need for complete, accurate, neat reports			
12. <u>PATROL TECHNIQUES - SQUAD AND FOOT PATROL</u>			
Observation			
Awareness of problems			
Variety in manner of patrol			
Emergency telephones and usage			
Geography and topography of area			
Directing traffic			
Locating addresses			
Meeting people - residents and businessmen			
13. <u>COURT TESTIMONY</u>			
Preparation for courts			
Reports			
Evidence for court - responsibility to have			
Court procedures			
Continued cases			
Consultation with prosecutor			
Reporting disposition			

14. DEPARTMENT RULES AND POLICY

Days-off schedule
Sick leave
Confidential information
Discussing work in public

15. PUBLIC CONTACTS

Demeanor/Remarks

16. ANY ADDITIONAL COMMENTS

SAT.	I.N.	N.A.

END

Rater: Signature / I.B.M. # or Badge #