

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Field Training and Evaluation Program		CHAPTER/SECTION NO.: 23.15	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b><u>** See Master File</u></b> <b>SHERIFF</b>	
STANDARD NUMBER: 33.4.3			

## 23.15 Policy

- 23.15.1 The field training program will normally consist of:
- A. Fourteen (14) week training period.
  - B. Assignment of recruits to work with field training officers (FTOs),
  - C. Rotation of shifts to reflect varying times of day, days of the week and precincts.
  - D. Exposure to as many facets of law enforcement as possible in that time period,
  - E. Documentation of each such learning opportunity on the probationary checklist.
  - F. Accelerated training cycles for probationary deputies with prior law enforcement experience (with FTO Coordinator recommendation to the Sheriff through the chain of command)
- 23.15.2 The Patrol Operations Bureau Commander shall represent the Bureau, during a probationary's training, in all matters relevant to the field training and evaluation program.
- 23.15.3 Selection of Field Training Officers
- A. Announcement for FTO openings, with assignment description and desired personal and professional qualifications should be

posted, requesting a letter of interest be submitted to the FTO Coordinator.

B. Minimum qualifications for selection are:

1. Two years as a certified law enforcement officer, with WCSO or with another law enforcement agency and,
3. Applicant cannot be on probation or,
4. Have a serious disciplinary action within one year prior to the application

C. FTO Coordinator will review qualifications of all candidates.

D. FTO Coordinator will screen candidates with Bureau Commanders and other staff supervisors as appropriate, and accept recommendations.

D. FTO Coordinator will make the final selection after considering any recommendations.

E. The Chief Deputy will have final approval of the FTO Coordinators selections.

23.15.4 FTO Coordinator Duties

A. Selectees:

1. Ensure personnel selected for assignment to FTO positions receive training in all facets of the field training and evaluation program prior to being given a recruit training assignment.
2. Facilitate training and in-service training of FTO selectees in cooperation with the Law Enforcement Division Training Coordinator

B. Recruits:

1. Responsible for coordinating the completion of all administrative tasks relating to the probationary deputy's job performance evaluations and P.O.S.T. training evaluations.

2. Monitor recruit progress at POST Academy, if applicable.
3. Monitor recruits progress during Field Training through review of observation reports and meetings with FTO and FTO Sergeant.
4. Responsible for in-service training of recruits prior to full time assignment as Deputy Sheriff.

23.15.5 Immediate Shift Supervisor Duties

- A. Directly supervise the field training officer in his/her capacity as a trainer.
- B. Serve in the capacity of FTO sergeant for the probationary deputy assigned to the supervisor's shift.
- C. Occasionally ride with the recruit during the training period.
- D. Monitor the recruits performance and generally advise the recruit what his/her supervisors will expect of him/her.
- E. Determine if the recruit is on schedule and/or will make recommendations to the FTO Coordinator regarding continuance or revision of the current schedule or extending the training period.
- F. Will coordinate with the FTO Coordinator regarding disciplinary issues or other exceptional circumstances involving the recruit or the FTO.

23.15.6 Training Cycles and Recruit Assignments:

- A. The FTO coordinator will be responsible for determining training rotations and FTO's to be used during each training cycle.
- B. The training cycle and assignment of FTO's and recruits shall be communicated via the FTO schedule.

- C. A copy of the documentation shall be included in the recruit's training file.

23.15.7 Field Training Officers are responsible to:

- A. Complete all required evaluations of recruit job performance,
- B. Review such evaluations with the recruit as they are completed,
- C. Enter completed evaluations into the FTO tracking data base at the end of each field training shift.
- D. Complete daily observation reports
- E. Report directly to the shift sergeant regarding routine matters.
- F. Notify shift sergeant of disciplinary issues, major incidents, or other circumstances.

23.15.8 Evaluation Guidelines

- A. **Characteristics or Grading Criteria:** There are 31 characteristics or criteria used to evaluate recruits on a daily basis. These range from: general appearance and attitude toward job; to knowledge of laws, officer safety and conduct with minorities. Refer to the WCSO Training Guide on "The Field Training Program" for a list of criteria and descriptions.

- B. **Grading Scale:** The Office uses a seven point grading scale to grade recruit abilities. The grade scoring is as follows:

- N/A Does not apply or was not observed
- (1) Unacceptable (requires written comment)
- (2) Near Unacceptable (requires written comment)
- (3) Near Acceptable
- (4) Acceptable
- (5) Acceptable Plus
- (6) Near Superior (requires written comment)
- (7) Superior (requires written comment)