

# Field Training Officer Program

## 436.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Bay Area Rapid Transit Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive, and professional manner.

## 436.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training, and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

### 436.2.1 SELECTION PROCESS

FTOs should be selected based on the following minimum requirements:

- (a) Desire to be an FTO
- (b) Minimum of three years of police patrol experience, and off of probation as of the submission deadline indicated on the memorandum of interest bulletin
- (c) Demonstrated ability as a positive role model
- (d) Participate and pass an internal oral interview selection process
- (e) Evaluation by supervisors and current FTOs
- (f) Possess a POST Basic certificate

### 436.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

## 436.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The FTO Program supervisor should be selected from the rank of sergeant or above by the Operations Division Commander or a designee and should possess, or be eligible to receive, a POST Supervisory Certificate.

The responsibilities of the FTO Program supervisor include the following:

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- (a) Assignment of trainees to FTOs
- (b) Conduct FTO meetings
- (c) Maintain and ensure FTO/trainee performance evaluations are completed
- (d) Maintain, update, and issue the Field Training Manual to each trainee
- (e) Monitor individual FTO performance
- (f) Monitor overall progress of all trainees in the program
- (g) Monitor overall FTO Program
- (h) Maintain liaison with FTO coordinators of other agencies
- (i) Maintain liaison with academy staff on recruit performance during the academy
- (j) Develop ongoing training for FTOs

The FTO Program supervisor will be required to successfully complete a POST-approved Field Training Administrator's Course within one year of appointment to this position (11 CCR 1004(c)).

#### 436.3.1 FIELD TRAINING PROGRAM SUPERVISORS

The Operations Bureau Deputy Chief, or his/her designee, will appoint a sufficient number of FTO supervisors to effectively monitor the daily workings of the FTO program. These supervisors will be selected from the rank of sergeant. Ideally, these supervisors will have performed duties as field training officers during their careers and will be well versed in the intricacies of the FTO program.

The FTO supervisor shall review and approve the Daily Trainee Performance Evaluations. The evaluations shall be made available for the field training coordinator to review. Using the daily evaluations, the supervisor will also prepare a statistical report on each assigned trainee, tracking performance in each evaluated category. This report will be used to identify performance trends that need to be addressed while the officer is assigned to the training program.

FTO supervisors will be responsible for the following:

- (a) Assignment of trainees to FTOs. In the event of a field training schedule change, the FTO sergeant shall make notification to the effected zone sergeants, and/or watch commander.
- (b) Review, track, sign trainee evaluations, and make them available to the program coordinator for review. The program coordinator will ensure that the original evaluations are placed into the trainee's personnel file in accordance with department and District rules, regulations, and policies.
- (c) Meet with assigned trainees every four to six weeks for performance discussions or anytime there is a serious performance issue and/or trend. The purpose of the meeting will be to provide guidance, input, retraining, or to place the trainee on notice. Discussions shall be documented in a memo and submitted to the FTO coordinator.
- (d) Administer quizzes and written tests in a timely manner. The FTO supervisor will ensure that any material related to an upcoming quiz has been documented in the trainee's manual prior to the trainee taking the quiz. No quiz shall be faxed or mailed

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to a location. Quizzes may also be administered by an FTO or sergeant upon approval of the program coordinator.

- (e) Monitor individual FTO performance and conduct within their respective zones. Preparation of quarterly performance evaluations while the trainee is in the FTO program. Once a trainee successfully graduates from the FTO program, their quarterly evaluations shall be completed by their respective assigned patrol sergeant and forwarded to the Personnel and Training Lieutenant. The Personnel and Training Lieutenant will be responsible for keeping track of pending quarterly evaluations and notifying the appropriate sergeant(s).
- (f) Ensure that all sections of the training manual, including all beat/zone orientation checklists, are completed prior to the beginning of the shadow phase of the training period.

#### **436.4 TRAINEE DEFINED**

Any entry level or lateral police officer newly appointed to the Bay Area Rapid Transit Police Department who has successfully completed a POST approved Basic Academy.

##### **436.4.1 REPORTS AND EVALUATIONS**

FTOs shall follow the report writing guidelines per Policy 344. FTOs are to approve non-in-custody reports which do not involve the use of force for their trainees. All in-custody reports and reports involving the use of force are to be approved by a supervisor.

Unless FTO supervisor approval is granted, all reports generated by the FTO/trainee will be completed and approved by the end of the second work day. Examples: a) if the FTO has a trainee for two days, then reports generated during the first day are to be completed and approved by the end of the second work day; b) if the FTO has a trainee for one day, then the reports are to be completed and approved at the end of that shift.

With supervisor approval, overtime may be granted for the completion and approval of outstanding reports due to calls for service or cases generated toward the end of the shift that occur on the last day.

The FTO shall attach copies of all citations with case numbers, non-Alliance system documents, and the narrative & property/evidence sections of reports from the report writing system to the trainee's evaluation, when deemed appropriate by the FTO.

Evaluations are an important component of the training process and shall be completed as outlined below:

- (a) FTOs shall complete and submit a written evaluation for each day of training, documenting the performance of their assigned trainee, to the assigned FTO supervisor. FTOs will evaluate trainees based on the "solo beat officer" standard. FTOs shall ensure that their evaluations have the correct ratings, and are free of spelling and/or grammatical errors. These performance evaluations shall be prepared on the departmental computerized form, and will cover all aspects of the training provided.

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- (b) All evaluations shall be discussed with the trainee, then signed by the field training officer and the trainee. A completed copy of each evaluation shall be sent via department e-mail to the trainee's field training sergeant and FTO coordinator no later than 48 hours after the evaluation's training date (FTO regular days off excluded).

#### 436.4.2 FIELD TRAINING MANUAL

FTOs shall be responsible for the completion of signing off all topics contained in the Field Training Manual, including the beat/zone orientation checklist, noting the method(s) of learning and evaluating the performance of their assigned trainee. The training officers will also ensure that their name is placed on the POST certificate of completion page in the trainee's manual.

#### 436.4.3 RETENTION

Any member of the field training program may be removed from the program by the Chief of Police. Reasons for removal include:

- Engages in unlawful or unprofessional behavior
- Fails to adhere to the rules and regulations of this policy
- Demonstrates a pattern of unsafe or unacceptable police practices
- Is a principal in any departmental investigation which results in a sustained finding
- Has substandard ratings on departmental performance evaluations
- Voluntarily withdraws from the FTO program

Any FTO or supervisor wishing to withdraw from the program voluntarily should submit a memorandum, via the chain of command, directed to the Operations Bureau Deputy Chief. Those FTOs or supervisors withdrawing voluntarily or involuntarily from the program may be readmitted when new openings occur by going through the selection process again.

The FTO staff will make a recommendation as to whether to reinstate the FTO. The final determination will rest with the Chief of Police. Returning FTOs may be required to participate in a two week patrol orientation with a field training officer prior to being assigned trainees.

The FTO coordinator will make a recommendation to the command staff as to whether to reinstate an FTO supervisor. The final determination will rest with the Chief of Police.

#### 436.4.4 TIME OFF REQUESTS

FTOs will not be granted compensatory time off or discretionary time off while assigned to a trainee unless all of the following conditions are fulfilled:

- The assigned FTO must locate and assign a certified FTO for the date(s) of the time off request. Email or phone message notification must be made to the FTO's supervisor of the change.

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- The FTO must receive permission from his/her supervisor for the time off and make an email or phone message notification to the trainees FTO supervisor of the time off request.

The FTO requesting the time off is solely responsible for completing the aforementioned conditions. Time off requests by the trainee while in the FTO program will be approved by the FTO coordinator on a case-by-case basis.

#### **436.5 REQUIRED TRAINING**

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 10 weeks (11 CCR 1004; 11 CCR 1005).

The training period for a lateral officer may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of ten weeks, unless determined otherwise by the Deputy Chief of the Professional Standards and Training Bureau.

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts, and geographical areas during their Field Training Program.

##### **436.5.1 FIELD TRAINING MANUAL**

Each new officer will be issued a Field Training Manual at the beginning of ~~his/her~~ their Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Bay Area Rapid Transit Police Department. The officer shall become knowledgeable of the subject matter as outlined. ~~He/she~~ They shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules, and regulations adopted by the Bay Area Rapid Transit Police Department. [The Field Training Manual should include standardized evaluation guidelines used by FTOs to evaluate a new officer's performance.](#)

##### **436.5.2 REQUIRED TRAINING**

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of twelve (12) weeks. The training period for a lateral officers may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of ten (10) weeks, unless determined otherwise by the Deputy Chief of the Professional Standards and Training Bureau.

##### **436.5.3 TRAINEE RESPONSIBILITIES**

Trainee officer should review and acknowledge each daily evaluation with his/her assigned FTO. If the trainee has any questions or concerns regarding the content of the evaluation, he/she should indicate on the evaluation that he/she wishes to discuss the matter with the field training supervisor.

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTO's and on the Field Training Program.

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### **436.6 EVALUATIONS**

Evaluations are an important component of the training process and are designed to measure competency in the required skills, knowledge, and abilities. Evaluations shall be completed daily, unless approved by an FTO program supervisor.