

GREELEY POLICE DEPARTMENT

General Order 383.00

Reviewed: 07/15

383.00 DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING OFFICER

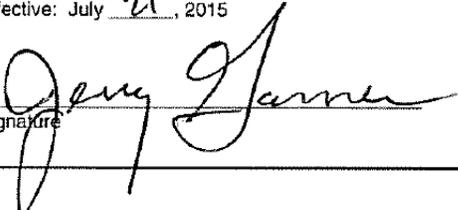
- The Field Training Officer is key to achieving the goals of the program, specifically, the production of a police officer able to work solo assignments in a safe, skillful, productive, and professional manner.
- The Field Training Officer has two roles: that of a police officer assuming patrol responsibility and that of a trainer. In the role of trainer, the Field Training Officer provides on-going instruction in the traditional sense, utilizing innovative and practical techniques.
- The Field Training Officer will guide and instruct the recruit during the training period.
 - The recruit can better learn and gain experience by first-hand practical experience.
 - The recruit must be taught to make decisions which are sound and correspond to departmental policy.
- Evaluations begin the first week of the Field Training Program. Evaluations are to be completed each day noting both the positive and negative aspects of the recruit's performance. This documentation is mandatory and will be submitted before going off watch.
 - The evaluation will be discussed with the recruit prior to his leaving at the end of a watch and will be initialed by the recruit with the date and time.
 - The recruit should be encouraged to make a written response.
 - The evaluation will be submitted daily to the Field Training Sergeant(s).
 - The recruit will be evaluated only on those items which have been addressed in the Field Training Program training on issues of honesty, judgment, attitude, initiative, performance, appearance, and conduct.
 - Poor performance by the recruit will be remediated immediately and the efforts will be documented.
 - Evaluations will be written in compliance with program guidelines and established standards of performance in the "Recruit Manual."

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- When a report is to be turned in with an evaluation, the report cover sheet will be filled out and attached to the evaluation along with the report.
- The recruit training checklist for reports, procedures, and law will be maintained on a daily basis in the custody of the Field Training Officer.
 - At the end of the training program, the Field Training Officer will complete a written summary of the recruit's performance.
 - The Field Training Officer will present the summation of the recruit's performance to the Field Training Sergeant and the Operations Divisions Commander.
 - The Operations Division Commander will present a recommendation concerning the recruit's status to the Chief of Police. The recommendation will contain one of the following conclusions:
 - Release as a solo patrol officer,
 - Extended recruit status in order to complete a remedial training program, or
 - Termination.
- The Field Training Officer will complete a summary bi-weekly evaluation which will be reviewed by the Field Training Sergeant.
 - Various sources of information should be utilized:
 - Field Training Officer daily observation reports;
 - Oral communications with the Field Training Officer and the recruit;
 - Personal observation of the recruit's performance; and
 - Reports completed by the recruit which serve to identify deficiencies, especially attention to detail, completeness of an investigation, and the general organization of thought.
 - The bi-weekly evaluation will contain:
 - A summary of the daily evaluations encompassed during that period, noting both the deficiencies and strengths of the recruit;
 - Suggested training for deficiencies which are noted and discussed with the Field Training Sergeant and the recruit; and
 - Remediation efforts instituted by the Field Training Officer.
 - The Sergeant(s) and the Field Training Officer will discuss the bi-weekly evaluation with the recruit. The Sergeant(s) will also discuss the training process and the evaluation with the recruit privately.

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- The recruit may write a response to the evaluation.
 - The recruit will sign the evaluation with the date and time.
 - Documentation addresses both acceptable and deficient performances and provides a ready reference in the event of a need for response to questions concerning the program and/or the recruit's performance in the program.
- Field Training Officers shall remain mindful that their primary responsibility is to teach. Their secondary responsibility is to evaluate.
 - The Field Training Officers and all supervisors shall not discuss a recruit's problems with any other recruits or with other officers not directly involved in the Field Training Program. The Field Training Officers may discuss problems among themselves or with the supervisors in private.

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Authorized by Jerry Garner, Police Chief Effective: July <u>21</u> , 2015	Reviewed: 07/15
 Signature	Date: <u>7-21-15</u> 7-15-15