

GREELEY POLICE DEPARTMENT

General Order 382.00

Reviewed: 12/23

382.00 FIELD TRAINING OFFICER PROGRAM

Source:

1. Colorado Municipal Records Retention Schedule 100 (refer to G.O. 403 Appendix A for reference)

382.01 Policy:

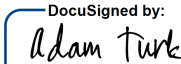
- It is the policy of the Greeley Police Department to provide uniform training for recruits in the various facets of departmental operations and departmental policies, rules, regulations and procedures.
- The Field Training Program is a continuation of the recruit training process which combines field training with objective evaluations to ensure that standards are met.
- The recruit training is an integral part of the on-going personnel process of the Greeley Police Department. As a professional organization, the Police Department has an obligation to give the citizens it serves the best service possible. Quality recruitment and professional training of the officer are essential to meet this end.
- The primary function of the Field Training Officer Program is to ease the transition of new police recruits from the role of private citizen to that of qualified, effective police officers. This final stage of basic training allows police officer recruits to be observed in most field situations and to demonstrate skill development under the direct supervision of an experienced police officer. The Field Training Officer has the responsibility to train the recruit in procedures and policies and allow the recruit to gradually increase his responsibilities. Dismissal of a recruit is used as a last resort, only after all training methods have failed.
- The program will be under the supervision of a sergeant or sergeants assigned from the Operations Division. The Field Training Sergeant(s) will consult with the Field Training Commander and Operations Deputy Chief on issues pertaining to the FTO Program, FTO selection, and recruit performance. Training files and records will be stored in the Benchmark software program. These records will be retained according to guideline 100.80 V of the Colorado Municipal Records Retention Schedule, in which, records documenting training for police personnel, including K-9 training records, firearms range scores, test scores and monthly training reports will be retained for 5 years after the employee's separation from the agency.

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- The program will use a structured format and check sheets to ensure consistency of recruit training and will involve one-month cycles with each training officer up to a total of three (3).

382.02 The Field Training Program shall be administered by the Operations Division. The Field Training Program will exhibit the following characteristics:

- The Field Training Program normally will last for a period not more than 12 weeks, nor less than four weeks. Length of the Program may be altered at the direction of the Chief of Police.
- Officers who act as Field Training Officers in a collateral assignment will be selected by the Field Training Sergeant(s), the Field Training Commander, and the Operations Deputy Chief. The selection process will require application, an evaluation of the applicant’s work history, and an assessment of the applicant’s job knowledge and training skills. Upon selection, the Field Training Sergeant(s) will ensure the officers attend a “Field Training Officer” training course.
- The Field Training Sergeant(s) will provide supervision to the Field Training Officers in their role as training officers only.
- The Filed Training Sergeant(s) shall act as the departmental liaison with the training academy. The Field Training Sergeant(s) shall notify the academy of any apparent training deficiencies.
- The police recruit shall be rotated through numerous field assignments to fairly evaluate his performance.
- The Field Training Officers shall complete daily and bi-weekly evaluations, end of phase reports as well as end of program report on the recruit’s performance in compliance with the program’s evaluation guidelines.

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| <u>FIELD TRAINING OFFICER PROGRAM</u> | |
| Authorized by Adam Turk, Chief of Police | |
| Effective Date: December <u>8</u>, 2023 | |
| <small>DocuSigned by:</small>  <small>E1F3B9936247460...</small> | Date: <u>December 8, 2023</u> |
| Signature | |

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