

## **Field Training Program**

### **415.1 PURPOSE AND SCOPE**

The Field Training Officer Program (FTP) 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 California Department of State Hospitals (DSH).

It is the policy of the Office of Protective Services (OPS) to assign all new hospital officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a variety of law enforcement assignments, and possessing all skills needed to operate in a safe, productive and professional manner.

### **415.2 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 hospital officers in the application of their previously acquired knowledge and skills.

#### **415.2.1 SELECTION PROCESS**

Interested officers shall write a memorandum of interest to the hospital Police Chief via the FTP chain of command. The FTP Administrator will review the officer's supervisory file, Individual Development Plan (IDP), sick time usage and completed reports to ensure they meet the minimum qualifications. After a detailed review of their supervisory file, qualified candidates will be placed on a waiting list to attend the next available Peace Officer Standards and Training (POST) approved FTO Training Course.

The FTO's requirements are:

- (a) Minimum of two year (after completion of field training) general law enforcement uniformed patrol experience and off probation. Officers with less than two years an be considered if the need of the Department warrants the selection.

- (b) Demonstrated ability as a positive role model.
- (c) Evaluation and support by supervisors and current FTOs.
- (d) No identifiable abuse of time off.
- (e) No disciplinary issues within last 12 months.
- (f) Ability to conduct interviews and write clear concise reports.

#### 415.2.2 TRAINING

An officer selected as an FTO shall successfully complete a POST-certified (40-hour) FTO Training Course prior to training new officers and complete 24 hours of update training every three years (11 CCR 1004).

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

At no time should another officer (or civilian) who has not attended a POST-certified Field Training Officer Course evaluate a trainee.

An officer selected to be an FTO shall also be scheduled to attend the following:

- (a) Interview and Interrogation Training
- (b) Report Writing Refresher/Instructor Training

#### **415.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR/ADMINISTRATOR/ COORDINATOR**

Every hospital police officer promoted, appointed, or transferred to a supervisory or management position overseeing an FTP shall successfully complete a POST-certified Field Training Program Supervisor/Administrator/Coordinator (FTP SAC) Course prior to or within 12 months of the initial promotion, appointment, or transfer to such position (11 CCR 1004).

- (a) The FTP Administrator shall be a Lieutenant designated by the Hospital Police Chief.
- (b) The FTP Coordinator and Supervisors shall be sergeants designated by the FTP Administrator with concurrence of the hospital Police Chief.

The responsibilities of the FTP SAC include the following:

- (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 FTO program.
- (g) Maintain liaison with FTO Coordinators of other facilities and agencies.
- (h) Maintain liaison with academy staff on recruit performance during the academy.
- (i) Develop ongoing training for FTOs.

#### **415.4 TRAINEE DEFINED**

Any entry level or lateral hospital officer newly appointed to OPS.

#### **415.5 REQUIRED TRAINING**

Entry level officers who have completed the OPS Basic or other approved law enforcement academy shall be required to successfully complete the FTP, consisting of a minimum of 10 weeks and based upon the structured learning content as specified in the OPS FTP Guide. 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 at least 10 weeks if all structured learning content is completed.

To the extent practicable, entry level and lateral officers should be assigned to a variety of FTOs, shifts and assignments during their FTP.

In accordance with the California State Personnel Board Specification - Hospital Police Officer Series, all applicants are required to successfully complete the FTP during their 12-month probationary period. This requirement can be extended with approval of the Hospital Police Chief and the facility Human Resources Department.

#### 415.5.1 FIELD TRAINING MANUAL

Each new officer will be issued an FTP Manual at the beginning of their Primary Training Phase. This guide is an outline of the subject matter and/or skills necessary to properly function as an officer with OPS. The officer shall become knowledgeable of the subject matter as outlined. They shall also become proficient with those skills as set forth in the manual.

The FTP Manual will specifically cover those policies, procedures, rules and regulations adopted by DSH and OPS including:

- (a) Field Training Program Overview
- (b) Role/Expectations of the Field Training Program
- (c) Field Training Program Elements
- (d) Organizational Structure/Chain of Command
- (e) Evaluation
- (f) Role/Expectations of the Trainees
- (g) Role/Expectations of the Field Training Officers
- (h) Performance Evaluation Documents
- (i) Copies of the evaluation forms

#### **415.6 EVALUATIONS**

Each trainee shall be evaluated in several categories which, when taken together, reflect the totality of the job for which the trainee was hired. Evaluations are an important component of the training process and shall be completed as outlined below.

##### **415.6.1 FIELD TRAINING OFFICER**

The FTO will be responsible for the following:

- (a) Complete and submit a Daily Observation Report (DOR) on the performance of their assigned trainee to the FTO Coordinator/Supervisor on a daily basis.
- (b) Review the DOR with the trainee each day.
- (c) Complete a detailed End-Of-Phase (EPR) on their assigned trainee at the end of each phase of training.
- (d) Complete a Completion Record Competency Attestation form if the trainee is successful in the training.
- (e) Sign off all structured learning content contained in the FTP Manual, noting the method(s) of learning and evaluating the performance of their assigned trainee.

##### **415.6.2 FIELD TRAINING**

**SUPERVISOR/ADMINISTRATOR/COORDINATOR** The FTP SAC will be responsible for the following:

- (a) Review and approve the DORs, EPRs, and Completion Record-Competency Attestation submitted by the FTO.
- (b) Complete the Supervisor's Weekly Report (SWR) of the trainee's performance and progress.
- (c) Provide at least annually, a detailed evaluation to each FTO on their performance as an FTO.
- (d) If needed, complete a Remedial Training Assignment Worksheet.

#### 415.6.3 TRAINEE

At the completion of the FTP, the trainee shall submit a Critique Survey on each of their FTOs and on the program.

#### **415.7 DOCUMENTATION**

All documentation of the FTP will be retained in the officer's training files and will consist of the following:

- (a) The DORs (including supporting documentation such as reports, memoranda, etc.).
- (b) The SWRs.
- (c) The EPRs.
- (d) Daily Training Notes.
- (e) Remedial Training Worksheet.
- (f) Completion Record/Competency Attestation certifying that the trainee has performed competently and is prepared to work as a solo hospital police officer.

#### **415.8 TRAINEE TERMINATION PROCEDURE**

If a trainee is unable to complete the program at a satisfactory level, then the field training staff will request termination. There are also some behavior patterns that can indicate a need for termination. If the trainee exhibits any of the following behavior, the FTO staff should consider recommending termination:

- (a) The trainee is not responding to training and attempts to motivate the trainee are not working.
  - (b) It is determined through documented incidents that the trainee resorts to abusive or excessive language or force when dealing with patients, staff or the public.
  - (c) The trainee is not progressing at an acceptable rate. This should be measured against the progression rate of trainees who have completed the program or against the trainee's peers.
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- (d) If a trainee continually commits unsafe acts during their duties, placing themselves, the FTO, patients, staff or the public in danger, these acts should be documented on the DOR.

If, during any phase of training, it is concluded by a consensus of the FTOs and staff that a trainee should be recommended for termination, it then becomes necessary that all information having bearing on the eventual decision be gathered. A memorandum from the FTP SAC summarizing the trainee's performance reflecting positive, as well as negative aspects of their work, shall be directed to the hospital Police Chief and shall include recommendations concerning retention or dismissal. This information shall be held in strict confidence.

The decision to terminate a trainee will be made only after all reports on file are reviewed by the Hospital Police Chief, FTP Administrator, and FTP Coordinator.

The trainee should be removed from a field assignment and placed in a non-line function, if possible. If it is not possible to place the trainee in a non-line function, Administrative Time Off (ATO) is recommended until termination has been finalized. At no point should the trainee be allowed to conduct Hospital Police Officer duties after recommendation of termination has been made.

#### **415.9 REMOVAL/WITHDRAWAL FROM FTO PROGRAM**

Officers who fail to perform satisfactorily in the FTO position can be removed from the program by the hospital Police Chief through recommendation of the FTP Coordinator and FTP Administrator. Officers may voluntarily withdraw from the FTO program by submitting a memorandum through the FTO chain of command to the FTP Administrator.