

Field Training Program

414.1 PURPOSE AND SCOPE

State MODIFIED

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.

414.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

State MODIFIED

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.

414.2.1 SELECTION PROCESS

Best Practice MODIFIED

The FTO's will be selected based on the following requirements :

- (a) Minimum of two years (after completion of field training) general law enforcement uniformed patrol experience and successful completion of probation at time of appointment.
- (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) A review of police reports authored by the candidate.

The Hospital Police Chief or his/her designee may amend the selection process as circumstances warrant. Any changes need to be documented by memorandum or electronic mail.

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 to ensure they meet the minimum qualifications. After review, qualified candidates will be scheduled for the next available FTO Training Course.

414.2.2 TRAINING

State MODIFIED

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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 refresher training every three years while assigned to the position of FTO (11 CCR 1004).

Every reassigned FTO, after a three year or longer break in service as an FTO, shall successfully complete a POST certified FTO refresher course prior to training new officers(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.

414.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR/ADMINISTRATOR/COORDINATOR

Best Practice **MODIFIED**

The FTP Administrator shall be a Lieutenant designated by the Hospital Police Chief with concurrence of the Chief of Law Enforcement.

The FTP Coordinator and Supervisors shall be sergeants designated by the FTP Administrator with concurrence of the Hospital Police Chief.

FTP staff in the rank of sergeant or above should possess, or be eligible to receive, a POST Supervisory Certificate (11 CCR 1004).

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.

The FTP SAC will be required to successfully complete a POST approved Field Training Administrator's Course within 12 months of appointment to this position (11 CCR 1004(c)).

414.4 TRAINEE DEFINED

State **MODIFIED**

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Any entry level or lateral hospital officer newly appointed to OPS who has successfully completed the OPS or POST approved Basic Academy.

414.5 REQUIRED TRAINING

State **MODIFIED**

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

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.

414.5.1 FIELD TRAINING MANUAL

Best Practice **MODIFIED**

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

414.6 EVALUATIONS

State **MODIFIED**

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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.

414.6.1 FIELD TRAINING OFFICER

State **MODIFIED**

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)
- (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.

414.6.2 FIELD TRAINING SUPERVISOR/ADMINISTRATOR/COORDINATOR

State **MODIFIED**

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) Complete a Completion Record Competency Attestation form if the trainee is successful in the training.
- (d) Provide at least annually, a detailed evaluation to each FTO on their performance as an FTO.
- (e) If needed, complete a Remedial Training Assignment Worksheet.

414.6.3 TRAINEE

State **MODIFIED**

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

414.7 DOCUMENTATION

State **MODIFIED**

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.

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- (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.

414.8 TRAINEE TERMINATION PROCEDURE

Agency Content

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.
- (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 FTP 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.

414.9 REMOVAL/WITHDRAWAL FROM FTO PROGRAM

Agency Content

California Department of State Hospitals

Policy Manual

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Any member of the FTP staff may be removed from the program by the Hospital Police Chief. Reasons for removal include:

- (a) Engages in unlawful or unprofessional behavior.
- (b) Fails to adhere to the rules and regulations of this policy.
- (c) Demonstrates a pattern of unsafe or unacceptable police practices.
- (d) Is a principal in any departmental investigation which results in a sustained finding.
- (e) e. Has substandard ratings on any performance evaluations/critics.

Any FTO or Supervisor wishing to withdraw from the program voluntarily should submit a memorandum, through the FTO Chain of Command to the FTP Administrator. Those FTOs withdrawing voluntarily or involuntarily from the program may be re-admitted when new openings occur by going through the selection process again.

- (a) The FTP Administrator will make a recommendation as to whether to reinstate the FTO. The final determination will rest with the Hospital Police Chief.
- (b) If FTO was involuntarily removed from the program, they may be re-admitted with concurrence of the CLE.

****NOTE****

Once a member resigns or is removed from the FTO program; they are no longer authorized to display FTO insignia on any Department authorized uniform.