

## **FIELD TRAINING PROGRAM**

**9414**

(No. 14 January 2011)

For an employee to function as an independent CAL FIRE Peace Officer, the candidate shall successfully complete two training components. The POST Basic Training is the first component and the Field Training Program (FTP) is the second component. Upon successful completion of both components, the trainee will have the authority to function independently.

The POST Field Training Program is a minimum 10 week (400 hour) program designed to be completed by trainees who have successfully completed the POST Basic Training (Academy). POST regulations exempt lateral officers who have a POST Basic Certificate and one year prior solo patrol experience; however, the lateral officer shall complete a lateral field training program to introduce the officer to the Department's policies, procedures and law enforcement program. The lateral training program shall not exceed 5 weeks (200 hours). The timeframe shall be determined by the FTO, bureau chief and Region SAC and documented in the officer's FTP training plan. The policy and documents shall be reviewed by the FTP committee after each training cycle.

## **LENGTH OF PROGRAM**

**9414.1**

(No. 14 January 2011)

The POST-Approved Field Training Programs shall minimally be 10 weeks (400 hours) long. The POST Field Training Program Guide is presented in such a way as to provide maximum flexibility in the time required to present its objectives. Research and experience in presenting similar programs have shown that a minimum of 10 weeks is required to provide a trainee time to become minimally proficient in general law enforcement uniformed patrol duties to the extent that he/she can operate independently of a field training officer. Most California programs are between 12 to 16 weeks. This period allows sufficient time for the FTO and Field Training Program Supervisor/ Administrator/ Coordinator (FTP SAC) to provide further department-specific training, guidance and evaluation to the trainee. It is incumbent upon the field training staff to work, within acceptable limits, to individualize a training approach for each trainee. Trainees need time to learn. Department administrators with input from their field training staff should establish a set time period for their field training program, based on department needs and philosophy, before they consider a recommendation to release a trainee from the program.

## **NOMINATION PROCESS OF FIELD TRAINING OFFICER (FTO)**

**9414.2**

(No. 14 January 2011)

FTP Supervisor/Administrator/Coordinators (SACs) are expected to develop, maintain, and oversee the selection process for FTOs in the program.

All Field Training Officer (FTO) candidates shall be nominated by their Program Manager or Unit Chief in conjunction with the Bureau Chief completing the Nomination Approval Form. The candidate submits a Nominated Officer Statement and attaches it to the Nomination Approval Form which is routed to the SAC. The SAC forwards the Nomination Approval Form to the Chief of Law Enforcement. The Chief of Law Enforcement provides the SAC with a signed copy of the Nomination Approval Form with his/her decision. The SAC provides a signed copy to the Unit or Program who notifies the candidate of his/her acceptance or denial.

### **STANDARDS FOR SELECTION**

**9414.2.1**

(No. 14 January 2011)

Successful implementation of the Field Training Program (FTP) is contingent upon the quality and effectiveness of the individual FTO. To achieve the objectives of the FTP, it is imperative only exemplary officers, who share a total commitment to the training program, be utilized.

The minimum requirements for an officer to be assigned as a FTO are: one year active law enforcement experience; POST Basic Certificate; successful completion of a POST certified FTO course.

Each FTO will be responsible for maintaining the performance standards required for initial selection into the FTP. The FTO shall meet the performance standards prior to being assigned an officer trainee. These performance standards shall include, but are not limited to the following:

1. Be qualified as a Wildland Fire Investigator, have received training in Interview and Interrogation and have successfully completed the CAL FIRE Surveillance course.
2. Consistently demonstrate quality work with yearly performance appraisal reports of standard or above.
3. Demonstration of sound leadership and good judgment, particularly in stressful situations.

4. A thorough knowledge of an officer's duties and responsibilities, including department policies and procedures, statutory law, and current case law.
5. A demonstrated ability to be a positive role model with a high degree of integrity, loyalty, job interest, dedication to duty.
6. An interest in assuming the responsibility of a training officer and a functional supervisor.
7. An ability to effectively communicate instructional information and knowledge to others.
8. Capable of being objective and impartial in relationships with trainees.
9. Exhibit a high degree of patience and willingness to work with trainees, in an effort to improve their performance and abilities to an acceptable level.
10. Maintain a consistent and satisfactory performance in the Department's firearms qualification shoots and arrest control/defensive tactics training. In addition to these performance standards, each FTO will also be evaluated on and held accountable for a number of other factors. These shall include knowledge of and compliance with the following:
  1. Department Policy and Handbooks.
  2. Law Enforcement Procedures Handbook (9400 Manual).
  3. Field Training Officer Manual.
  4. Public Resource Code
  5. Health & Safety Code
  6. Title 14, California Code of Regulations
  7. Title 22
  8. Penal Code
  9. California Vehicle Code
  10. Forest Practice Handbook

## **MAINTAINING FTO CERTIFICATION**

**9414.2.2**

(No. 14 January 2011)

In order for an officer to remain certified as a FTO with POST, the following POST standards shall be met:

- FTO shall complete 24 hours of POST certified FTO update training every three years as specified in the Post Administrative Manual (PAM).
- FTO shall forward a copy of the course completion certificates to the SAC.
- The SAC places a copy of the course completion certificate into the Peace Officer's file and forwards copies to Sacramento Law Enforcement to be filed in the Master Peace Officer file.
- Failure to maintain certification requirements shall result in revocation of FTO appointment.

## **DESELECTION/DECERTIFICATION OF A FTO**

**9414.2.3**

(No. 14 January 2011)

The process of deselection or decertification for FTO's who are reassigned, who no longer wish to participate in the program, or who have demonstrated unacceptable performance, as a trainer, should also be explained.

If a FTO no longer has the desire to participate in the program the FTO shall forward a decertification request to the SAC. The SAC will forward a copy of the request to the Chief of Law Enforcement along with notification of action taken.

If it is determined by the SAC a FTO is not meeting the performance standards. The SAC may decertify a FTO with cause. The SAC will forward a copy of the decertification documents to the Chief of Law Enforcement. Upon being notified, the FTO has 30 days to appeal the SAC's decision to the Chief of Law Enforcement.

## **FTO DUTIES AND RESPONSIBILITIES**

**9414.3**

(No. 14 January 2011)

The duties and responsibilities of the FTO are identified in detail in the Field Training Manual.

## **SAC DUTIES AND RESPONSIBILITIES**

**9414.4**

(No. 14 January 2011)

The duties and responsibilities of the SAC are identified in detail in the Field Training Manual. The SAC shall be responsible for developing the trainees FTP Training Plan for signature by the Region Chief.

## **FTP TRAINING PHASES**

**9414.5**

(No. 14 January 2011)

The Field Training Program (FTP) is a minimum 10 week (400 hour) four phase program that shall not exceed 15 weeks (600 hours). The breakdown of the timeframes of each phase along with phase extensions is identified in detail in the Field Training Manual. The trainee shall not receive more than 10 hours of FTP credit per day. The trainee may receive a minimum of 40 hours of training but no more than 70 hours per calendar week.

## **LATERAL ENTRY TRAINING PROGRAM**

**9414.6**

(No. 14 January 2011)

POST regulations exempt lateral entry (an individual which may be exempt from some of the Departments hiring and training procedures as the individuals prior experience, level of responsibility, and/or training are taken into consideration for appointment) who have a POST Basic Certificate and one year prior solo patrol experience; however, the lateral entry shall complete a lateral field training program to introduce the officer to the Department's policies, procedures and law enforcement program. The lateral training program shall not exceed 5 weeks (200 hours). The timeframe shall be determined by the FTO, bureau chief and Region SAC and documented in the officer's FTP training plan.

## **DOCUMENTS AND REPORTS**

**9414.7**

(No. 14 January 2011)

Upon completion of the field training program, a copy of the Attestation form shall be forwarded to Region and Sacramento for review and to be filed with their peace officer training records. The Sacramento Deputy Chief of Law Enforcement shall issue the trainee a letter of completion of the FTP. The FTP documentation shall be stored in the trainee's personnel file at their Unit.

FTO Nomination Form

Attestation

DOR

End of Phase

SAC Report (when needed and at the end)

FTO critique

FTP critique

Officer Training Form

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