




**RICHMOND POLICE DEPARTMENT
GENERAL ORDER**



Subject: FIELD TRAINING OFFICER PROGRAM	Chapter 5	Number 12	Pages 8
References: CALEA: 33.4.3a, 33.4.3b, 33.4.3c, 33.4.3d, 33.4.3e, 33.4.3f, 33.4.3g, 33.4.3h	Related Orders: 11- 34, 05-09	Effective Date: 06/13/2023 Revised By: New Policy Prv. Rev. Date:	
Chief of Police: <div style="text-align: center;"></div>			

I. PURPOSE

This directive aims to establish procedures for the Field Training Officer (FTO) Program. The Field Training Officer program is designed for exemplary sworn members who have exhibited a high degree of professionalism and commitment to the Department and who desire to train and pass their knowledge and professionalism on to members of the Department. The Field Training Officer Program is designed to provide support personnel to each Precinct to ensure that the appropriate number of FTOs are readily available upon the completion of the Basic Recruit Academy and to assist the Department with ensuring that any officer who is in need of remedial training would be afforded that opportunity.

II. SUMMARY OF CHANGE

New General Order

III. POLICY

The policy of the Richmond Police Department is to assign each probationary officer who has completed the Basic Recruit Academy or the Lateral Academy training program to a Field Training Officer to ensure the successful transition from the training environment to performing the complete duties of a Richmond Police Officer.

IV. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines outlined in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any policy violations are investigated, and appropriate training, counseling and/or disciplinary action is initiated.

This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as creating a higher safety standard or case in an evidentiary sense concerning third-party claims. Violation of this directive, if proven, can only form the basis of this Department's complaint and only in a non-judicial administrative setting.

V. DEFINITIONS

1. FIELD TRAINING COORDINATOR (FTC) – A sworn member, Sergeant, designated by the Training Academy responsible for ensuring the successful implementation of the field training program (FTP) and serving as the liaison to the field training program Precinct coordinators.
2. FIELD TRAINING PRECINCT COORDINATOR (FTPC) - A sworn member, the rank of Lieutenant, designated by the Precinct Commander, responsible for ensuring the successful implementation of the FTP within their Precinct. They are responsible for the twelve Field Training Officers in their respective Precincts and are the liaison to the training academy. [CALEA 33.4.3c, 33.4.3d]
3. FIELD TRAINING OFFICER (FTO) – Any sworn Department member selected as a Field Training Officer shall serve in a support function for each Precinct and may be called upon at different times to train recruits, assist the Department with remedial training for officers, or assist with re-entry training for returning officers.

There are 48 Field Training Officer positions allocated within the Department:

- a. Up to 12 positions within First Precinct.
- b. Up to 12 positions within Second Precinct.
- c. Up to 12 positions within Third Precinct.
- d. Up to 12 positions within Fourth Precinct.

NOTE: The Field Training Officer designation is not associated with the Career Development Program.

4. FIELD TRAINING PROGRAM (FTP) – Eight-week period (320 hours) following successful completion of the Basic Recruit Academy provided by the Richmond Police Department, during which a probationary officer completes field training. [CALEA 33.4.3a]
5. FIELD TRAINING PROGRAM REVIEW BOARD (FTPRB) - A board comprised of the Major of Support Services, the Major of Business Services, the Commander of the Training Academy, the Field Training Coordinator, and the Field Training Precinct Coordinators. The FTPRB shall annually evaluate the Field Training Program to ensure continued relevance and improvements, and evaluate the performance of probationary officers and FTOs.

VI. PROCEDURE

- A. Qualifications for FTO Appointment – Each FTO candidate shall: [CALEA 33.4.3e]
 1. Have a minimum of two (2) years' service upon completion of field training;
 2. Be currently assigned to a patrol shift;

3. Have received on their most recent annual performance rating a “Meet Standards” or above;
4. Have no more than a total of three (3) days suspension in a 24-month period preceding appointment to the list and after that;
5. Have no “major” out-of-policy accidents within 12 months preceding appointment to the list and after that;
6. Be willing to take the initiative and lead others in carrying out the mission and directives as assigned;
7. Possess an outstanding knowledge of RPD policies and procedures, as demonstrated by the proper application of the knowledge in daily work activities; and;
8. Have demonstrated an aptitude for instructing, training, and motivating adults to acquire job-related knowledge and skills.

B. Removal from the program – FTOs shall be automatically removed upon:

1. Being transferred from a Precinct shift;
 - a. If applicable, the FTO may reapply for a current FTO position within their new assignment.
2. Being reassigned to a position that is not a Precinct assignment;
3. Voluntarily requesting to be removed;
4. Being recommended for removal by their commanding officer for failure to perform assigned duties;
5. Receiving a “Fails to Meet Standards” annual performance rating;
6. Being recommended for removal by the Department’s Disciplinary Review Officer with the approval of the Chief of Police;
7. Not maintaining DCJS and Departmental certifications;
8. Being recommended for removal by the Training Academy Staff and approved through the Chain of Command; and,
9. Refusal to train upon request by the Precinct Commander and/or Training Staff.

C. General Guidelines for Precincts:

1. Precincts shall advertise each time there is an FTO vacancy with the vacancy announcement; the Field Training Precinct Coordinator will be in charge of the announcement.

Officers interested in FTO positions must reapply each time for the position following the vacancy announcement;

2. FTO status does not override the seniority of the officers when transferring from one shift to another.

- D. Application Process – Members wishing to apply for the position of Field Training Officer shall:

Please submit a Request for Reassignment (PD-15) for the Field Training Officer position and forward it to their Commander or Captain. Applicants shall have two (2) weeks to apply upon notification of the FTO vacancy. Once chosen by the Commander or Captain, the FTO shall receive training by the Academy per DCJS guidelines.

- E. Field Training Program – The FTP shall consist of two training cycles, each being four weeks in duration to total eight weeks of training. Each probationary officer shall be assigned a different FTO for each cycle. [CALEA 33.4.3f]

- F. Field Training Officer shall:

1. Be available to train when called upon by the Precinct Commander and/or Training Staff. This training may include:
 - a. Recruit Field Training
 - b. Remedial Department Training
 - c. Re-entry Training Requirements
2. Complete all necessary paperwork in the required timeframe set forth by DCJS and Department policy, which includes: [CALEA 33.4.3g, 33.4.3h]
 - a. Field Training Officer Manual (all signature blocks signed by trainee and FTO);
 - b. Daily Observation Report (DORs);
 - c. Summary Report;
 - d. Charting Sheet Report;
 - e. Supervisor Weekly Report;
 - f. Trainee Weekly; and,
 - g. FTO Survey

3. Successfully complete the initial FTO certification, which includes a requirement of 32 hours of training, with a recertification every two years in four-hour increments.
4. When on duty and in uniform, wear an insignia of such color and design approved by the Chief of Police.

G. Field Training Precinct Coordinator shall:

1. Serve as a member of the FTP review board;
2. Guide the Precinct FTOs and otherwise ensure that the FTP is properly administered;
3. Maintain a current list of all Precinct FTOs;
4. Assign each probationary officer to an FTO within 24 hours of the assignment of the probationary officer to that Precinct and for each cycle;
5. Whenever possible, ensure the probationary officer retains the same FTO throughout a four-week training cycle;
6. Ensure that a probationary officer is not assigned to a specialized detail until the officer is certified to patrol alone;
7. Notify and work with the Field Training Coordinator if a probationary officer needs a remedial training plan;
8. Ensure that all FTOs are completing paperwork per Department and DCJS guidelines and turning them in to the Field Training Coordinator;
9. Ensure that all FTOs are being reviewed on their quarterly performance evaluations in regards to their performance;
10. Will submit a letter of recommendation regarding the Field Training Officer of the Year award. Each Precinct will submit one officer who exemplifies the standards for this role to win the overall award. The Honors Board Committee will make a final selection. Refer to GO 05-09, Awards and Citations, for additional processes and procedures;

H. Commanding Officers shall:

1. Appoint a Lieutenant or themselves as the Field Training Precinct Coordinator;
2. Ensure that members of their command are advised of the announcement of the Field Training Officer Program; any position vacancy shall be broadcast at rollcalls and emailed to personnel;
3. Ensure that applicants are appropriately processed;

4. Be responsible for ensuring that any information required of or by applicants for consideration as a Field Training Officer is provided in a timely manner;
 5. Develop an interview process that follows the guidelines in GO 05-11, Internal Vacancy Interview Process policy. With the assistance of the Training Staff Cadre, offer a set of questions to be used within the Precincts;
 6. Establish a Selection Committee consisting of one (1) Academy staff supervisor and two (2) supervisors assigned to the affected Precinct or Division; [CALEA 33.4.3b]
 - a. The panel shall review all applications and supporting documents for all applicants identified as being qualified;
 - b. The panel shall interview all applicants referenced above;
 - c. The panel shall forward their recommendations to the Precinct Commander, who shall approve or reject the selection and forward the results through the Chain of Command;
 7. In Precincts, attempt to evenly distribute FTOs among the two squads (A, B) and on each shift (day, midnight); and;
 8. Have the authority to temporarily reassign FTOs to different sectors/squads and shifts to obtain optimal distribution.
- I. The Field Training Coordinator shall: [CALEA 33.4.3e]
1. Serve as the liaison to the Field Training Program Precinct Coordinators;
 2. Serve as the coordinator of the FTP review board;
 3. Guide the FTP Precinct coordinators to ensure the successful completion of the FTP;
 4. Ensure that all Precincts have a sufficient number of trained FTOs to successfully administer the FTP and make recommendations to the Precinct commanders;
 5. Maintain a current list of all FTOs and certification dates; and;
 6. Coordinate with the Field Training Precinct Coordinators to assign FTOs for those officers whom the Department has deemed in need of remedial training in specific procedures or Department policy;
 7. Coordinate with the Field Training Precinct Coordinators to assign FTOs for those who need re-entry training, and DCJS has mandated required field training hours;

8. Communicate to Field Training Precinct Coordinators the outcome of all evaluations by recruits for FTOs and make recommendations based on those outcomes; and,
9. Analyze FTO staffing in the Precincts to determine the need for additional FTP training classes and recertification classes and make recommendations to Academy OIC.

J. The Richmond Police Training Academy shall: [CALEA 33.4.3e]

1. Ensure that all FTOs are DCJS certified and maintain a current Department list.
2. Ensure all FTOs receive their in-service training for the position of FTO, per DCJS guidelines. FTOs are required to attend 4 hours of in-service training every three (3) years of certification.

K. Field Training Program (FTP) Review Board

1. The FTP Review Board must:
 - a. Meet, at least annually, to evaluate the FTP, ensure continued relevance and improvement, and forward recommendations for program improvement to the Chief of Police;
 - b. Meet, when necessary, to evaluate the performance of probationary officers who are not completing the FTP and make appropriate recommendations for action to the Chief of Police; and,
 - c. Meet, when necessary, to evaluate the performance of FTOs recommended for removal from the FTP and make appropriate recommendations for action to the Chief of Police.

L. Compensation:

1. A Field Training Officer is entitled to special assignment pay that will be continuous throughout their assignment of the role of FTO.

M. The Immediate Supervisor shall:

The Precinct Coordinator will complete the Personnel Memo Information Form (PD-162), which rescinds the FTO status when the employee is transferred from a patrol assignment.

N. OIC of the Training Division shall:

1. Be responsible for implementing a training program for all FTOs.

VII. FORMS

- A. PD-15, Request for Reassignment
- B. PD-162, Personnel Memo Information Form
- C. DOR's Report
- D. Summary Report
- E. Charting Sheet Report
- F. Supervisory Weekly Report
- G. Trainee Weekly Report
- H. FTO Survey