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## Field Training

### 417.1 PURPOSE AND SCOPE

**Best Practice**

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Atlantic Beach Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

### 417.2 POLICY

**Best Practice**

It is the policy of the Atlantic Beach Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

### 417.3 FIELD TRAINING

**Best Practice** **MODIFIED**

The Department shall establish minimum standards for field training to prepare officer trainees for law enforcement duties. These standards shall be in compliance with South Carolina Law Enforcement Training Council (Council) requirements as administered by the South Carolina Criminal Justice Academy. Field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department.

Field training shall be no less than four weeks in duration for those officers with no prior law enforcement experience. A shortened field training program may be used for those officers with prior law enforcement experience, with the approval of the Chief of Police.

To the extent practicable, field training should include procedures for:

- (a) Issuance of training materials to each trainee at the beginning of his/her field training.
- (b) Daily, weekly and monthly evaluation and documentation of the trainee's performance.
- (c) A multiphase structure that includes:
  1. A formal evaluation progress report completed by the FTO(s) involved with the trainee and submitted to the Training Supervisor.
  2. Assignment of the trainee to a variety of shifts.
  3. Assignment of the trainee to a rotation of FTOs in order to provide for an objective evaluation of the trainee's performance.
- (d) The trainee's confidential evaluation of his/her assigned FTO(s) and the field training process. This evaluation shall be provided either verbally or in writing to the Chief of Police.

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- (e) Retention of all field training documentation in the officer trainee's training file including:
  - 1. All performance evaluations.
  - 2. A certificate of completion certifying that the trainee has successfully completed the required number of field training hours.

### 417.4 TRAINING SUPERVISOR

Best Practice **MODIFIED**

The responsibilities of the Training Supervisor include, but are not limited to:

- (a) Assignment of trainees to FTOs.
- (b) Maintaining and ensuring FTO and trainee performance evaluations are completed.
- (c) Maintaining, updating and issuing department training materials to each FTO and trainee.
- (d) Ensuring ongoing training for FTOs, as needed.
- (e) Mentoring and supervising individual FTO performance.
- (f) Monitoring the overall performance of field training.
- (g) Keeping the Watch Commander informed through monthly evaluation reports about the trainees' progress.
- (h) Maintaining a liaison with police academy staff on recruit officer performance during academy attendance.
- (i) Performing other activities as may be directed by the Watch Commander.

The Training Supervisor will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position.

### 417.5 FTO SELECTION, TRAINING AND RESPONSIBILITIES

Best Practice

#### 417.5.1 SELECTION PROCESS

Best Practice **MODIFIED**

The selection of an FTO will be at the discretion of the Chief of Police or the authorized designee. Selection will be based on the officer's:

- (a) Desire to be an FTO.
- (b) Experience, which shall include a minimum of two years of patrol experience, one of which shall be with this department.
- (c) Demonstrated ability as a positive role model.
- (d) Successful completion of an internal oral interview process.
- (e) Evaluation by supervisors and current FTOs.

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- (f) Possession of, or ability to obtain, department-approved certification.
- (g) Satisfactory evaluations for the last two (2) years in all categories.
- (h) No sustained major complaints within the past two (2) years.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

#### 417.5.2 TRAINING

**Best Practice** **MODIFIED**

An officer selected as an FTO shall successfully complete the department-approved FTO course prior to being assigned as an FTO.

All FTOs must complete an FTO update course approved by this department every three years while assigned to the position of FTO.

#### 417.5.3 TRAINING MATERIALS

**Best Practice** **MODIFIED**

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the Training Supervisor regarding specific questions related to FTO duties or field training.

#### 417.5.4 RESPONSIBILITIES

**Best Practice** **MODIFIED**

The responsibilities of the FTO include, but are not limited to:

- (a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.
  - 1. The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
  - 2. The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.
- (b) Completing and reviewing daily performance evaluations with the trainee.
- (c) Completing and submitting a written evaluation on the performance of his/her assigned trainee to the Training Supervisor on a daily basis.
- (d) Completing a detailed weekly performance evaluation of his/her assigned trainee at the end of each week.
- (e) Completing a monthly evaluation report of his/her assigned trainee at the end of each month.
- (f) Providing the Watch Commander with a verbal synopsis of the trainee's activities during any unusual occurrence needing guidance or clarification.