



SAN DIEGO POLICE DEPARTMENT
FIELD TRAINING ADMINISTRATION
OPERATIONS MANUAL

Revised: April 2024

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Mission

The mission of the Field Training Program is to develop competent, independent functioning police officers that are committed to providing police services in a fair and impartial manner. Our philosophy is to strive for a 100% completion rate for trainees involved in the Field Training Program and produce the highest caliber officers.

Measurable Objectives

The Field Training Program is responsible for training new San Diego Police Officers that graduate from the Basic Academy.

The Field Training Program is responsible for training all the new San Diego Police Officers who have completed a California Basic Academy and/or hired as a "lateral" trainee and possess a P.O.S.T. certificate.

Trainees shall attend Emotional Intelligence/Survival training after graduation from the Basic Academy. This training is meant to better prepare trainees on how to communicate and diffuse situations during their patrol duties.

The trainees will also attend a one-day Community Bus Tour. The purpose of this Tour is to expose trainees to the diversity of the communities located within The City of San Diego. Trainees will meet with Community Leaders and learn about the different backgrounds and cultures located within areas in which most trainees may patrol during Phase Training.

During Agency Specific training, trainees shall complete a Qualification Shoot. They will also attend DUI/TCR 11550 H&S training, BWC training, Civil Liability, and Internal Affairs training. Additionally, trainees will receive computer training and Bluebook/Phase Training instructions. Finally, trainees will receive Taser training. These training weeks are meant to better prepare trainees for Field Training.

All trainees will participate in a week of Critical Response Team (CRT) training. This training is meant to better prepare trainees to respond to critical incidents in the field and to better communicate, de-escalate and diffuse situations when contacting subjects who may have mental health issues or intellectual disability.

Upon completion of CRT and Agency Specific Training, trainees will have 4 four-week training phases. Each phase will be with a different Field Training Officer (FTO) at a different command. The first two days of Phase 1 will be considered Observation Days only.

The goal of the Observation Days is to expose trainees to a variety of calls without the responsibility of taking charge of a scene and/or completing written investigations. The Observation Phase provides trainees with examples for how to handle incidents and assist in decision making during future training phases.

Phase training is designed to be a progressive training process. The Trainee's level of performance is expected to increase with each phase. To attain independent acceptable performance by the Trainee, the Field Training Officer designs the phases to progress from discussion and demonstration to application.

Every four months there will be mandatory Field Training Officer (FTO) Refresher Training. The training will be over a two-week period. It will cover all watches and days off so all FTOs can attend on duty.

Newly appointed FTOs must attend a POST (40-hour) FTO Course prior to being assigned as an FTO and must attend a FTO Agency Specific Training facilitated by the FTO Administration. (Commission Regulation 1004)

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the FTO position.

Every reassigned FTO, after a three-year-or-longer break in service as a FTO, must successfully complete a POST-certified Field Training Officer Update Course prior to training new officers and then complete 24 hours of update training every three years while they remain in the FTO assignment.

All FTOs must meet any training mandate regarding crisis intervention/behavioral health training pursuant to Penal Code 13515.28 (8 hours).

All FTOs must maintain certification status pursuant to Government Code 1029 – Penal Code 13510.8.

All FTOs will be evaluated annually by their supervisor to ensure they possess the skills and performance necessary to continue in the assignment.

INTRODUCTION

The Captain of the Academy/In-Service Training/LDU has command responsibility for the Field Training Program. The Field Training Administration is responsible for the overall administration of the program. The area command's Field Training personnel are responsible for the daily training and evaluating of the trainee while in the field.

The Program Director (Lieutenant) manages the Field Training Administration. The Field Training Program Coordinator (Sergeant) is responsible for the day-to-day operations. The Assistant Field Training Coordinator (Police Officer II) assists the Field Training Program Coordinator.

The major structural documents of the Field Training Program:

Field Training Administration Operations Manual:

The manual outlines the procedures to be followed in administering the Field Training Program.

Field Training Guide:

The guide describes the Field Training Program. It lists all the standards that make up each of the fifteen Performance Anchors, which the trainee is rated on. It defines every rating and has Trainee Activity Worksheets to document the calls, reports, and arrests the trainee has completed.

Quick Reference Pocket Field Training Guide:

The pocket guide is a mini version of the Field Training Guide, which can be carried by the Field Training Officer in the field.

STAFFING

The Field Training Administration consists of a Captain, a Lieutenant, one Sergeant, three Police Officer II Field Training Officers, and a Word Processing Operator (W.P.O).

The Field Training Program staffing consists of the Field Training Administration, all the command's Lieutenants, designated FTO Sergeants (One per watch per service area), and the Field Training Officers. All of which, except for Lieutenants, will receive full time Field Training Officer pay (10%).

OVERVIEW OF THE FIELD TRAINING PROGRAM

Field training begins after the trainee graduates from the Basic Academy.

Prior to entering phase training, Academy Graduates will participate in a one-day Community Bus Tour, which is typically held after trainees graduate from the Basic Academy (pending any schedule changes). The Assistant Field Training Coordinators will be responsible for scheduling the bus tour.

The bus may be provided by MTS. The bus typically departs from The **(Deleted – records of security)** Campus Parking Structure located at **(Deleted – records of security)** During the bus tour, the trainees will visit the **(Deleted – records of security)** of San Diego, the **(Deleted – records of security)**, and A.C.E. Certain members of the community may accompany the trainees on the Community Bus Tour.

The Community Bus Tour schedules are located under the 'G' Drive > Academy > Filed Training > Agency Specific Trainees.

The trainees will also typically attend a day of Wellness taught by the Wellness Unit on reducing or removing interferences to employee wellness, whether personally or professionally induced, by providing help resources, training, and intervention.

Upon graduating, the trainees will be required to attend a mandatory Qualification Shoot and achieve a passing score at the designated scored proficiency shoot.

During Agency Specific, trainees will also attend DUI/TCR 11550 H&S training, BWC training, Civil Liability, and Internal Affairs training to name a few. Additionally, trainees will receive computer training, Bluebook/ Phase Training instructions, and Taser training.

The Agency Specific schedules are located under the 'G' Drive > Academy > Filed Training > Agency Specific Trainees.

Trainees will take part in a week long Critical Response Team (CRT) Training, which is coordinated by the CRT Unit Sergeant with the FTO Administration staff. CRT training includes mental health education and leadership role-play-type scenarios. This training is considered an extension of the Agency Specific week of training and is not mandated by P.O.S.T. Therefore, any portion of this training missed may be subject to make-up.

Upon completion of CRT, trainees will enter Field Training. There are four phases of field training. Each phase is four weeks long. Phase training is designed to be a progressive training process. The trainee's level of performance is expected to increase with each phase until they can function as a competent, independent police officer.

Each Training Phase is defined in the Field Training Manual, also called the “Blue Book”.

The “Blue Book” is located under the ‘G’ Drive > Academy > Filed Training > Manuals.

Trainees will be assigned two observation days with a Field Training Officer (FTO). These will be the first two days of Phase 1. Trainees will not be evaluated during the observation days. Trainees will be in full police uniform and have full police powers. FTOs will ensure trainees have all required safety equipment, all necessary forms, manuals, code books, and their Field Training Guide or “Blue Book.”

Trainees will not take any enforcement action during the Observation Days (i.e. Traffic Cites, pedestrian stops, arrests, and/or field interviews). Trainees will not take any reports or parallel reports of any type. The Field Training Officer is expected to assist the trainee with these reports without evaluation.

Trainees will only be required to complete and submit Arjis-9s relating to Homicide scenes and use-of-force incidents. They are also required to submit Blue Team entries for use-of-force incidents. All trainees are required to activate their BWCs per Department Policy 1.49. The Field Training Officer is expected to assist the trainee with these reports without evaluation.

During the observation days, the Unit designator will be ‘H’. (Example: 521H1) ‘H’ Units will be considered a single officer unit and not a training unit.

During Phase one, the FTO’s function as a role model is particularly important here. The trainee’s ultimate success may hinge on his/her attitude toward the training program and on the image projected by the FTO.

The FTO will discuss, demonstrate, and accomplish many of the standards within the Blue Book’s performance anchors. However, anchors are not to be signed off during observation days. The goal is to transition trainees to the evaluated phases. The FTO will provide insight regarding patrol officers’ duties and responsibilities. The FTO will debrief each incident and allow the trainee to ask questions and take notes for future reference.

During Phase two, it is somewhat more complex than Phase one. Trainees become more adept with their new role. During this phase, it is expected trainees will begin handling calls for service with less input required from their FTO. They should begin to master the skills at hand. The FTO must acknowledge the trainee’s growing assertiveness and remain constantly aware of and monitor the workload, guarding against under or overloading, to ensure a proper learning environment.

In phases one and two, the trainee must participate in all aspects of law enforcement. The FTO will discuss and/or demonstrate and train, train, train all these aspects.

Phase three is the last phase of formal training. Trainees will be expected to handle all patrol details, except those they have not yet been exposed to, without assistance. They should be initiating all patrol activities on their own. During Phase three, training continues to a lesser extent in an environment where critical evaluation takes over an ever-increasing importance. This is also an opportunity for the FTO to review those tasks previously accomplished and to be sure the trainee is prepared for the final phase.

In Phase three the trainee is expected to act more independently from the FTO. There should be a noticeable improvement in the trainee's performance in Phase three. This is the first phase for a re-phase. The Phase three FTO will evaluate if the trainee is ready to proceed to Phase four and notify FTO Admin if the trainee is not ready to proceed to Phase four.

All trainees, regardless of their status, will be adjusted 11-86 time on the last Friday of their Phase three. The trainees will meet with the FTO Administration staff to take a Policy and Procedures Test. This test is not P.O.S.T. mandated. Trainees will also complete a "wish list" of where they wish to allocate for their permanent duty station. Trainees will be given a FTO and FTO Program critique forms which they will turn in at the completion of Phase Training along with their Blue Books.

A score of 75% or better is required to pass. Trainees who fail the test will be given two weeks to study and prepare for a re-test. Failure to successfully pass the re-test may result in a recommendation for termination.

In Phase four the trainee is expected to be able to function as a competent, independent police officer. It is predominantly an evaluation-only phase. The FTO will not take any action except in instances where his/her intervention is necessary. This FTO intervention should occur under the following circumstances:

- **Officer Safety:** If the actions of the trainee constitute a hazard or potentially dangerous situation to officers or citizens, the FTO must take whatever action is necessary to reduce the hazard and ensure proper safety practices are followed.
- **Illegal and Unethical Activity:** The FTO must ensure that the trainee's actions are always legal and ethical. Neither of these conditions shall be sacrificed for training purposes.
- **Embarrassment to a Citizen, the Department, or the FTO:** The FTO must not allow an incident to escalate to the point where the trainee embarrasses or discredits a citizen, the Department, the FTO, or himself/herself at any time.

During all normal Phase Training, the FTO will complete a Daily Observation Evaluation documenting the trainee's activity, strong points, weak points and the training strategies provided to the trainee.

Every two weeks, the FTO will complete a Bi-weekly Evaluation, summarizing the last two weeks' Daily Evaluations using a bullet point style. On the Bi-weekly, the FTO will document whether the trainee is ready to proceed to the next level of training.

Every trainee is evaluated daily against the 15 performance anchors listed in the Blue Book. The trainee's performance is rated against that of a competent officer, not the perceived idea of what is acceptable for trainees in a particular phase of training. The trainee's responsible for becoming a competent and independent police officer by using all the knowledge and training he/she acquired during the Basic Academy and Field Training.

If it is determined the trainee has demonstrated a pattern of difficulty or an inability to perform to the established standards of achievement in particular Phase three and Phase four, the trainee will be rephased to 3R to receive remedial training. Phase 3R is another 16 days of additional training in which the trainee must show an upward progression in performing as a competent and independent police officer. Phase 3R will be treated similarly to Phase three, where we train, train, train, and the trainee is evaluated to determine whether they can progress to Phase four.

If the trainee is not ready to progress to Phase four, the trainee will be rephased to 3B which is an additional 16 days of remedial training. Again, the trainee must show an upward progression in performing as a competent and independent police officer. Phase 3B will be treated similarly to Phase three, where we train, train, train, and the trainee is evaluated to determine whether they can progress to Phase four.

If it is determined that the trainee has demonstrated a pattern of difficulty or an inability to perform to the established standards of achievement, the trainee will be failed on their probation and dismissed from the program.

After the completion of Phase training, an attestation form will be provided to the trainee to provide to their final FTO. This will need to be signed which documents a trainee's successful completion of the training program per POST regulations. It is a statement that releases the trainee from the program, and will be retained in department records.

At the completion of Phase four, trainees will be allocated to their permanent assignments. This is at the discretion of the Chief of Police and the Chief of Patrol.

FIELD TRAINING ADMINISTRATION PROCEDURES

Hours of Operation

The Field Training Coordinator and Assistant Field Training Coordinators will stagger their days off so that the office will be staffed Monday through Friday. The hours worked are typically first watch hours. The hours chosen must be kept for the entire shift. The Field Training staff will, at their discretion, have the flexibility to adjust hours and days off to conduct training, perform progress assessments, interventions, and status checks as well as make field contacts with trainees in the field. The Field Training Program Coordinator will be advised by the staff member of any schedule changes.

Punctuality

The Field Training staff shall report for duty in accordance with Department Policy 9.17 (Reporting for Duty). Staff members are expected to report for duty on time and work their scheduled hours. Staff members should notify their supervisors immediately when they cannot report on time for duty or need to change their normal work hours.

Time Off, Vacations

Time off, vacations and sick leave shall be taken in accordance with Department Policy. Approval must be obtained from the immediate supervisor and a Request for Leave of Absence Form must be completed prior to taking the time off.

Overtime Policy

All Field Training staff will adhere to Department Procedure 1.20 (Overtime Compensation). To minimize overtime, the Field Training staff will be allowed the

flexibility to work adjusted hours for scheduled meetings, training and progress assessments. Overtime will be granted in emergency situations or for unusual circumstances. Prior approval for overtime must be obtained from the immediate supervisor, after consultation with the Field Training Lieutenant.

Field Training Administration On-Call/Stand-by Status

In order to ensure operational effectiveness of the Field Training Program, the Department may require or request Field Training Administration employees to be available to return to work, respond to phone calls, or any other electronic communications during the off-duty hours. When this condition occurs, the Field Training Administration employee is deemed to be on stand-by. When employees are on stand-by, they must be available by telephone or other electronic communication device and able to return to duty within one (1) hour of receiving a request to do so. The determination for the need to place a Field Training Administration officer on stand-by-time is at the sole discretion of the Department.

C. Employees who are required or agree to be on stand-by will be compensated as follows:

1. For every three hundred (300) hours of stand-by time accrued, employees will be awarded one (1) day of discretionary leave time.
2. Employees may accrue up to ten (10) days of discretionary leave per fiscal year (July 1 - June 30).
3. All discretionary days accrued must be taken within six (6) months of the date they were approved. The employee's commanding officer can extend the six (6) month deadline at his or her discretion.
4. If an employee has not already accrued the maximum ten (10) discretionary days by the end of the fiscal year, any remaining discretionary hours, up to three hundred (300), may be carried forward into the next fiscal year.
5. Employees who are required or agree to be on stand-by on their scheduled day off will accrue up to twenty-four (24) hours on stand-by time.
6. Employees who are required or agree to be on stand-by during their scheduled workday may accrue up to fourteen (14) hours of stand-by time during the time they are not working.
7. Employees who are "called back" as per Article 29 of the Memorandum of Understanding dated July 1, 2015, will be compensated as outlined in that same Article.

Outside Employment

All Field Training staff will adhere to Department Procedure 5.12 (Outside Employment Regulations). The Field Training Program Director will closely monitor outside employment. Outside employment cannot conflict with the primary goals and objectives of the Field Training Program.

Attire

The following are considered proper attire for the Field Training Administration staff:

- I. Class "B" uniform as defined in Department Procedure 5.10, XVII, C.
- II. Training staff uniform:
 - Short sleeve shirt, black polo shirt with San Diego Field Training
 - Training Institute logo on left breast
 - Department regulation pants or tan pants (5.11 or Dockers type pants)
 - Matching black or tan belt
 - Shoes and socks to coordinate with pants (closed toed)
 - White or black crew neck tee shirt
- III. Physical Training Uniform: *
 - Approved grey or black shirt
 - Approved red shirt
 - Approved black shorts
 - Running shoes
 - Black or White socks
 - Approved academy blue sweat suit (optional)

**This PT uniform is to be worn by staff during PT sessions, prior to scheduled PT sessions, or if directed by a doctor while under light duty status.*

Every Friday is designated casual day for city employees. Personnel may dress in casual attire but in good taste. Personnel shall not wear faded jeans, midriff tops or thong style sandals.

Unit Designators

(Deleted – records of security) Program Director
(Deleted – records of security) Field Training Program Coordinator
(Deleted – records of security) Assistant Field Training Coordinators

Certification Requirements

Every peace officer promoted, appointed, or transferred to a supervisory or management position overseeing a field training program shall successfully complete a POST-certified Field Training Supervisor/Administrator/Coordinator (SAC) Course (as set forth in PAM Section D-13) prior to or within 12 months of the initial promotion, appointment, or transfer to such a position.

File Retention

The FTO Administration Unit will maintain Police Recruit Training Academy files upon completion of the Academy or departure from the Department. These will be combined

with Phase Training records and kept for five years from completion of phase training or departure date.

FIELD TRAINING ADMINISTRATION'S DUTIES AND RESPONSIBILITIES

PROGRAM DIRECTOR

The Program Director reports directly to the Captain of Training Division. The Program Director oversees the actions of the Field Training Administration, area command Lieutenants, FTO Sergeants, and FTOs with the assistance of the Field Training Program Coordinator.

FIELD TRAINING PROGRAM COORDINATOR

The Field Training Program Coordinator's duties and responsibilities include, but are not limited to the following:

- Maintains all records relating to the trainee's development, including daily evaluations, biweekly evaluations, completed Field Training Manuals and any other pertinent documentation.
- Ensures Department compliance with POST FTO requirements.
- Maintains FTO Evaluations completed by their trainees.
- Ensures compliance with the City of San Diego Performance Review Program during Field Training.
- Conducts staff meetings to develop new programs and to evaluate the overall effectiveness of the program.
- Facilitates POST 40-hour FTO Academy when necessary.
- Attends and assists in developing the FTO Refresher Training.
- Acts as a liaison between the Field Training Administration and the area command Field Training personnel.
- Coordinates the Field Training staff activities, such as briefings, trainee assessments, scheduling of trainees and payroll.
- Coordinates the selection process of FTOs and Assistant Field Training Coordinators.
- Documents and administers appropriate discipline on the trainees while assigned to the Field Training Program.

- Coordinates selection of “FTO of the Shift” award process once per shift (See Addendum).
- Coordinates/Collaborates with area commands on currently assigned trainees with performance problems, to develop a training plan and assist trainees in addressing problem areas. Will include command FTO supervision on assessments and consider suggestions to improve training while adhering to POST Field Training guidelines. Changes in FTOs assigned to a trainee during a phase are extremely rare and will only be made in certain cases and only with approval of FTO Administration.
- Prepares and reviews trainee Failure of Probation packages when the trainee fails the Field Training Program.
- Prepares the shift statistical report detailing the number of available active FTOs at each area command.
- Schedules and conduct Progress Assessments with trainees that are not ready to proceed to the next level for training. (See Addendums)
- Field Training Officers who have had four or more trainees in a six-month period, will be granted a discretionary day off. The Field Training Coordinator will maintain a log of those eligible to receive a discretionary day off.

ASSISTANT FIELD TRAINING PROGRAM COORDINATOR

The Assistant Coordinator is responsible for assuring ongoing continuity in the quality of the training. He/she is responsible for maintaining accurate written accounts of FTO and trainee performance in the field. The Assistant Coordinator is accountable for the following:

- Meets with Academy Training Officers of the graduating academy class to obtain information on new officers as they relate to training issues.
- Meet with the graduating academy class to distribute the Community Bus Tour itinerary, Agency Specific schedule, and CRT Training schedules prior to graduating.
- Conducts the trainee orientation explaining the goals and expectations of the Field Training Program.
- Schedules the instructors and rooms for trainee’s Agency Specific Training.
- Assigns the trainees with the FTOs. Has the trainee work in different commands and shifts. Considers weak points of the trainee (report writing, officer safety,

etc.) and chooses the appropriate FTO.

- Assists FTO Sergeant in investigating minor complaints of trainee misconduct when deemed appropriate by the Program Director and area command Field Training Lieutenant.
- Assists the Field Training Program Coordinator in completing the recommendation of Failure of Probation on trainees.
- Prepares and updates the 100 question Policy and Procedure Test.
- On the last day of phase three, administers the 100 question Policy and Procedure Test. Goes over all answers so trainees fully understand the related Policies and Procedures and records the test score.
- Assures trainees complete FTO evaluations on their FTOs.
- Identifies any inconsistencies between Academy instructions and field applications.
- Conducts an Agency Specific Training course for new FTO Sergeants and FTOs upon their completion of the POST FTO Academy.
- Evaluates FTOs by reading daily and bi-weekly evaluations for documentation and training completed, and FTO evaluations written by the trainee. Advises FTO of any strengths or weaknesses.
- Maintains contact with all FTOs by meeting them in the field or line-ups.
- Maintain a resource for FTOs on different training methods.
- Tracks all FTOs to keep an accurate FTO availability list and their schedule.
- Prepares, schedules, and facilitates FTO Refresher Training.
- Maintains the attendance list. Advises the Field Training Program Coordinator of all the FTOs who failed to attend.
- Reviews and signs every daily and biweekly evaluation on every trainee. (See Addendums)
- Provides current statistics to Training Lieutenant for weekly Chief's briefing
- Prepares a FTO Weekly Report for the Training Lieutenant detailing trainee progress and FTO availability

- Maintain a Quarterly Management Report (QMR) information board.

WORD PROCESSING OPERATOR

- Inputs and maintains trainee and FTO/FTO Sergeants information in FTO Tracking Database.
- Prepares trainee and FTO/FTO Sergeants unit files.
- Prepares, prints, and organizes forms (i.e. Performance Plans, Employment provision, Overtime Acknowledgement) necessary for Agency Specific Training.
- Sends out assignment notifications to Trainees and FTOs.
- Generates trainee FTO Sergeant Assignment memos and sends to area command Lieutenants.
- Sends trainee assignment memos to area command Payroll Specialists, C.O.s, and Unit liaisons.
- Tracks and processes trainee employee performance evaluations.
- Prepares trainee “wish list” (end of phase three) and notifies Operational Support and Divisions’ Command Staff.
- Tracks compliance of all FTOs on completion of 24-hour refresher training.
- Processes FTO Administration payroll.
- Purges FTO/Trainee files in compliance with POST standards.
- Processes requests for supplies required by FTO Administration.
- Accepts and enters trainee Divisional files into FTO Administration file system.
- Ensures trainee files contain necessary documents (i.e. Performance Plan, Overtime Policy, Quarterly Evaluation, etc.).
- Maintains all of the trainees’ evaluations, assessments, P&P test answer sheet, and completed Field Training Manual for five years.
- Sends the Trainees’ Division Files to their permanent commands when they have completed Field Training.

ADDENDUMS

TRAINEE PROGRESS ASSESSMENT

SAN DIEGO POLICE DEPARTMENT
FIELD TRAINING ADMINISTRATION

DATE: FRIDAY, AUGUST 09, 2013

TRAINEE OFFICER: _____

The Bi-Weekly evaluation you received from Field Training Officer (FTO) _____ dated August 08, 2013 for weeks 1-2 of Phase 3R indicates you are not ready to proceed to the next level of training. Your FTO identified the following deficiencies:

Unacceptable

Arrest Procedure and Prisoner Control (Anchor #02)

Improvement Needed

Officer Safety (Anchor #09)

Radio/MCT (Anchor #12)

Self-Initiated Activity (Anchor #14)

SUGGESTED SOLUTIONS:

On Friday, August 09, 2013, we met to discuss your performance problems. The expectations of the Field Training Administration regarding your performance were discussed. The following items are recommended to improve your performance.

ARREST PROCEDURE AND PRISONER CONTROL (Unacceptable)

- 1) Review the standards for this Performance Anchor on pages 14-20 of your Field Training Manual
- 2) Study Department Policy and Procedures manual as well as the California Police Officers Legal Source Book as they relate to arrest dispositions.
- 3) Review penal, vehicle and municipal codes. Knowing these codes will give you a foundation upon which arrests and contacts will be made.
- 4) Practice correct search techniques and apply them appropriately during your duties.
- 5) Practice good officer safety techniques during all contacts.

TRAINEE'S SUGGESTIONS TO IMPROVE PERFORMANCE: _____

N/A

OFFICER SAFETY (Improvement Needed)

- 1) Review the standards for this Performance Anchor on pages 31-32 of your Field Training Manual.
- 2) Beware of potential hazards around you and become aware of items which could be used as weapons.

08/09/2013

Page 1 of 4

OFFICER SAFETY (Improvement Needed)

- 3) Make decisions about how to contact someone and how to tactically approach a call before driving past and placing yourself or other officers in potential danger.
- 4) Review officer safety films available at the academy. (See Sergeant L. Hall for assistance.)
- 5) Review academy notes about officer safety.

TRAINEE'S SUGGESTIONS TO IMPROVE PERFORMANCE: PRACTICE WHILE AT HOME AND OFF DUTY PROPER F.I. STANCE + DISTANCES

RADIO/MCT (Improvement Needed)

- 1) Review the standards for this Performance Anchor on pages 36-37 of your Field Training Manual.
- 2) Know what you are going to say before keying the microphone. Key the mike and wait a second before speaking.
- 3) When broadcasting, speak slowly and elevate your voice to an audible level. Be aware that any accent you may have is increased by the radio and will make you more difficult to understand by some listeners. Make short, concise transmissions.
- 4) Keep your hand-held radio on and audible whenever out of the car. You will be called by your dispatcher shortly after you arrive at a scene, go on an FI, make a traffic stop, or do any other activity. Expect this call and be ready to respond.
- 5) Do not become preoccupied or too focused on a task that you become deaf to the radio. Listen to all radio calls and transmissions, whether directed to your unit or another unit.
- 6) Advise the dispatcher whenever you will be off the air or switch to another frequency.
- 7) Check the availability of hand-held radios at your command to listen to while off-duty (optional).

TRAINEE'S SUGGESTIONS TO IMPROVE PERFORMANCE: CONTINUE TO LOOK AT STREET SIGNS AND KNOW WHERE I'M AT AND PRACTICE VERBALIZING STOPS.

SELF-INITIATED ACTIVITY (Improvement Needed)

- 1) Review the standards for this Performance Anchor on pages 41-42 of your Field Training Manual.
- 2) Review Penal Codes, Vehicle Codes, Municipal Codes, B&P Codes and other sources to familiarize yourself with criminal activity.
- 3) To make yourself comfortable talking with people, get out of your car, walk around, and talk to people as time permits. Talk to business owners, local citizens, juveniles, and potential suspects.

SELF-INITIATED ACTIVITY (Improvement Needed)

- 4) Using the Municipal, Vehicle, and Penal Codes, make a cheat sheet of common violations so there will be no hesitation on your part to stop potential suspects.
- 5) Set a goal to accomplish certain tasks each shift. If possible, try to do something new every night.
- 6) Read the STAT report to familiarize yourself with the criminal activity/crime patterns in your area.
- 7) On a daily basis, have your FTO prepare a quiz on the most commonly violated sections of the law applicable to your beat and surrounding area, for you to complete.

TRAINEE'S SUGGESTIONS TO IMPROVE PERFORMANCE: QUIZ MYSELF WHEN DRIVING MY PERSONAL CAR. UTILIZE MY GIRLFRIEND TO ASK ME P.C. TO TALK TO PEOPLE. START CONVERSATIONS W/ PEOPLE I WOULDN'T NORMALLY TALK TO.

Additional Resources:

- (1) FOCUS – (858) 565-0066
- (2) Employee Assistance Program – brochure available upon request
- (3) Report writing handout provided by Core Instructor – available upon request
- (4) Improving memory handout – available upon request

Since the FTO is out of the room, I have two questions for you.

- (1) Are there any problems with the training that you have received?

THE TRAINING I HAVE RECEIVED FROM HAS ^{NOT} BEEN PROBLEMATIC. MY THIRD PHASE WAS ALMOST LIKE A FIRST PHASE IN THE SENSE THAT HE WOULD NOT LET ME DO ANYTHING ON MY OWN. SECOND PHASE EASIER DAY WATCH WAS VERY SLOW AND I FEEL CHEATED BECAUSE I DID NOT EXPERIENCE MUCH THOUGH MY FTO WAS GREAT.

- (2) Do you have any suggestions that will assist us in training you?

MY ONLY SUGGESTION IS THAT I AM A WATCHER THEN A DO-ER TYPE OF LEARNER. I LEARN VERY WELL WHEN GIVEN AND SHOWN EXAMPLES.

I have reviewed and received a copy of this assessment. I understand the expectations and suggestions of the Field Training Administration. I also understand the successful completion of Phase Training is mandatory for my employment as a San Diego Police Officer.

**SAN DIEGO POLICE DEPARTMENT
TRAINEE EVALUATION**

DATE:

TRAINEE'S NAME: [Trainee Name] I.D.# [Trainee ID#]

F.T.O.'S NAME: [F.T.O. Name] I.D.# [F.T.O. #]

ACADEMY CLASS NUMBER: [Class #]

[SELECT ONE]

PHASE: **[SELECT ONE]** CHECK IF REPHASE DAY OF PHASE:

[SELECT ONE] EVALUATION

FOR BI-WEEKLY, IS THE TRAINEE READY TO PROCEED TO THE NEXT LEVEL OF TRAINING? [SELECT ONE]

PERFORMANCE ANCHORS

1. ACCEPTANCE OF CRITICISM	A <input type="checkbox"/>	I <input type="checkbox"/>	U <input type="checkbox"/>	N <input type="checkbox"/>
2. ARREST PROCEDURES / PRISONER CONTROL	C <input type="checkbox"/>	M <input type="checkbox"/>	N <input type="checkbox"/>	O <input type="checkbox"/>
3. CRIMES IN PROGRESS / TACTICS	C <input type="checkbox"/>	P <input type="checkbox"/>	A <input type="checkbox"/>	T <input type="checkbox"/>
4. DECISION MAKING	E <input type="checkbox"/>	R <input type="checkbox"/>	C <input type="checkbox"/>	<input type="checkbox"/>
5. DEPARTMENT GUIDELINES	P <input type="checkbox"/>	<input type="checkbox"/>	C <input type="checkbox"/>	O <input type="checkbox"/>
6. DRIVING ABILITY	T <input type="checkbox"/>	N <input type="checkbox"/>	E <input type="checkbox"/>	B <input type="checkbox"/>
7. LOCATION AND ORIENTATION / MAP BOOK	A <input type="checkbox"/>	E <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>
8. NEIGHBORHOOD POLICING & PROBLEM SOLVING	B <input type="checkbox"/>	E <input type="checkbox"/>	T <input type="checkbox"/>	E <input type="checkbox"/>
9. OFFICER SAFETY	L <input type="checkbox"/>	D <input type="checkbox"/>	A <input type="checkbox"/>	R <input type="checkbox"/>
10. PREPARATION	E <input type="checkbox"/>	E <input type="checkbox"/>	B <input type="checkbox"/>	V <input type="checkbox"/>
11. PUBLIC INTERACTION	<input type="checkbox"/>	D <input type="checkbox"/>	L <input type="checkbox"/>	E <input type="checkbox"/>
12. RADIO / M.D.T.	<input type="checkbox"/>	<input type="checkbox"/>	E <input type="checkbox"/>	D <input type="checkbox"/>
13. REPORT WRITING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. SELF-INITIATED ACTIVITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. TRAFFIC STOPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SIGNATURES			DATED
TRAINEE				
F.T.O.				
F.T.O. SERGEANT				
F.T.O. LIEUTENANT				
F T.O. ADMIN USE				

FTO ADMIN 08/01/96
PD-1025-FT (Rev. 5/00)

[SELECT ONE] EVALUATION

NAME: [Trainee Name]

MANDATORY HEADERS: GENERAL COMMENTS, STRONG POINTS, WEAK POINTS, AND TRAINING STRATEGIES

GENERAL COMMENTS:

{{Start_Text_Here}}

STRONG POINTS:

{{Start_Text_Here}}

WEAK POINTS:

{{Start_Text_Here}}

TRAINING STRATEGIES:

{{Start_Text_Here}}

**THE CITY OF SAN DIEGO
MEMORANDUM**

DATE: July 22, 20

TO: , Police Officer II, Eastern Division

FROM: , Captain, Training Division

SUBJECT: Discretionary Leave

I grant Officer, one (1) Discretionary Leave Day for having had four or more trainees in a six month period. Thank you for your commitment and dedication to the training of our future law enforcement officers.

Commanding Officer's Signature

**OBSERVATION PHASE
DAILY RE-CAP**

DATE:

TRAINEE'S NAME:

I.D. #

F.T.O.'S NAME:

I.D. #

ACADEMY CLASS NUMBER:

OBSERVATION PHASE:

DAY OF PHASE:

GENERAL COMMENTS:

TRAINING POINTS:

	SIGNATURES	DATED
TRAINEE		
F.T.O.		
F.T.O. SERGEANT		

The San Diego Police Department Awards the Commanding Officer's Citation to

DATE: _____

FOR THE FOLLOWING REASONS:

A Field Training Officer (FTO) is a role model, mentor, evaluator, and an officer who exemplifies qualities our organization is looking for in a trainer. The process of becoming a FTO is highly competitive and only those who possess these skills are chosen.

Officer was selected as a FTO in November of. has made being an FTO one of his highest priorities. He always takes time to review his trainee's previous phase evaluations and solicits input from the Field Training Administration to maximize the training time. is very meticulous and detail oriented in his training. He successfully balances this with a high level of patience and a genuine desire for his trainees to succeed.

has been repeatedly utilized by the FTO Administration to take challenging trainee assignments. This includes trainees with early identified deficiencies, and those who are currently in or coming out of training re-phase. The FTO Administration places a high level of trust in ability to identify deficiencies and tailor training strategies to correct them. We trust to critically evaluate a trainee's ability to perform competently and independently.

We here at FTO Administration consistently use Daily Evaluation Reports as an example to other FTOs on how to properly document issues according to the Blue Book.

Feedback provided by some of trainees include,

The Field Training Administration Unit would like to thank Officer for his contribution to the FTO Program and would like to recognize him for his excellent performance as a Field Training Officer.

is commended for his strong leadership skills, teamwork, tenacious training ability, documentation skills, patience, and dedication to duty. ***He is hereby awarded one (1) day of Discretionary Leave for his exemplary work.***

SIGNED _____

(Deleted – records of security)

SIGNED _____

(Deleted – records of security)

