

Georgia Department of Public Safety

Policy Manual

SUBJECT FIELD TRAINING OFFICERS	POLICY NUMBER 23.01
DISTRIBUTION SWORN EMPLOYEES	REVISED DATE 5/15/2019
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23.01.1 Purpose

The purpose of this policy is to establish uniform guidelines for the selection, training and reporting procedures for Field Training Officers (FTO).

23.01.2 Policy

It is the policy of the Georgia Department of Public Safety to provide the best training available to its employees. The Field Training Officer provides an invaluable resource to the department for the continued and thorough training of cadets and Officers-In-Training (OIT). Field Training Officers must represent the department at the highest levels possible and shall illustrate its core beliefs of trust, fortitude, compassion and professionalism. Field Training Officers should aid in optimum development of cadets/OITs and not simply demonstrate performance of duties.

23.01.3 Procedures

A. Selection of Field Training Officers

1. Candidates must:
 - a. Hold the rank of Trooper First Class, Trooper First Class 2 or Trooper First Class 3 to apply to be an FTO and train Trooper cadets;
 - b. Hold the rank of MCO2 to apply to be an FTO and train MCCD cadets and OITs;
 - c. Have worked as a MCCD officer for at least 18 months to apply to be an FTO and train MCCD cadets;
 - d. Have worked as a Capitol Police Officer for at least 18 months to apply to be an FTO and train Capitol Police cadets;
 - e. Not have received a corrective action (corrective interview or more severe) within twelve months of applying for the Field Training Officer position, and
 - f. Not have two or more at-fault (chargeable) department vehicle accidents within twelve months of applying for the Field Training Officer position.

2. Candidates should:
 - a. Display the desire and ability to perform as a well-rounded Trooper/MCCD officer/Capitol Police Officer. They should have a solid grasp of overall patrol techniques. They should have an outstanding knowledge of the overall duties of the job. The areas of consideration should consist of overall enforcement patterns, ability to interact with the public and the ability to work with others;
 - b. Have a positive attitude regarding the Georgia Department of Public Safety, its policies, mission, and core beliefs, and
 - c. Be willing to dedicate themselves to the standards and principles of the Field Training Officer Program.

3. Candidate's application

To be considered to attend Field Training Officer training, a candidate must submit a request through their chain of command to the appropriate Division Director. Once approved, the candidate will be scheduled by the Training Division for a future Field Training Officer class.

- B. Disqualification from Serving as a Field Training Officer

1. A Trooper/MCCD officer/Capitol Police Officer will be disqualified from serving as a Field Training Officer for the following reasons:
 - a. Receiving a corrective action (corrective interview or more severe) within twelve months of serving in the Field Training Officer position;
 - b. Having two or more at-fault (chargeable) department vehicle accidents within twelve months of serving in the Field Training Officer position;
 - c. Receiving an overall score of less than 3.0 on the annual Performance Management Form;
 - d. Determination by the Training Division that the Trooper/MCCD Officer/Capitol Police Officer should no longer be permitted to function as a Field Training Officer based upon the evaluation of their performance as an FTO;
 - e. Failure to complete all required training, and/or
 - f. For other reasons at the discretion of the Commissioner of the Department of Public Safety.
2. Post/Region Commanders shall notify the Director of Training in writing if section B. 1. subsection a., b. or c. occurs; MCCD Station Commanders shall notify the MCCD Training Coordinator in writing if section B. 1. Subsection a., b. or c. occurs.

- C. Training of Field Training Officers

1. Those selected for Field Training Officer training will receive a minimum of forty hours of approved classroom training that meets the standards set by the Peace Officer Standards and Training Council. All Candidates must successfully complete all aspects of the training as defined by the course curriculum.

2. Troopers/Officers who were POST Certified Field Training Officers prior to joining the Department of Public Safety may serve as a departmental FTO only after completing the selection process and after attending a Training Division FTO Refresher Class.
3. All Field Training Officers will be required to receive a minimum of four hours of in-service training regarding field training annually when required by the Training Division. Failure to attend a FTO refresher class within two consecutive years will place a member in an inactive status as a Field Training Officer and may remove the member permanently from functioning as an FTO.
4. Field Training Officers will operate under the guidance of the Training Division and department policy while functioning under the direct supervision of their Commander.

D. Cadets/OITs with FTO

1. Field training for cadets will consist of a minimum of twelve weeks of training completed in three rotated assignments. The assignments for Trooper/MCCD cadets will rotate each period from patrol Post/Region to patrol Post/Region. The assignments for MCCD will rotate according to the training roster issued by the FTO Coordinator.
2. Cadets shall be assigned to, and patrol with, the same FTO for a minimum of two weeks to ensure consistency in training and to work with the needs of Payroll in distribution of the FTO incentive pay.
3. Cadets/OITs are not permitted to ride with Troopers/MCCD Officers/Capitol Police Officers unless on duty and assigned by an NCO. There will be no riding in an off duty status. Cadets/OITs must be assigned to ride with a Field Training Officer or NCO. Post/Unit/Region Commanders should attempt to schedule Field Training Officers with cadets on a variety of shifts to provide exposure to various patrol techniques and types of activity. A Post/Unit/Region Commander may not reassign a cadet to another FTO without the approval of the Director of Training.
4. Trooper cadets must patrol a minimum of seven days each assignment without the use of any speed timing devices.
5. If a Trooper/MCCD cadet is assigned to non-patrol duties for a total of three days during any field training assignment, the Post/Unit/Region Commander shall notify the Director of Training for reassignment of the cadet.
6. Troop/Post Commanders are not authorized to modify Post assignments or FTO assignments for any Cadet unless approved by the Director of Training. Region/Unit Commanders are not authorized to modify FTO assignments unless approved by the MCCD Training Coordinator.
7. Trooper cadets on field assignment shall not operate department vehicles or perform enforcement duties when not under the direct supervision of an FTO or NCO.
8. Post/Unit/Region Commanders shall notify the Director of Training through channels if a Trooper/MCCD cadet is assigned to their Post/Region and a Field Training Officer is not available.

9. During field training, the Director of Training shall be consulted prior to leave being approved for a cadet. Post Commanders shall notify the Director of Training if a cadet is absent from work for any reason other than a regular pass day.

E. Field Training Officers Reports

1. Field Training Officers will be allowed necessary duty time to complete all required reporting through the FTO web portal in the evaluation process involving an assigned cadet/OIT.
2. Field Training Officers shall complete all daily reports as trained on the FTO web portal. The rating guidelines that shall be adhered to are found in the Field Training Officer Program: Rating Standards Manual. These reports shall be forwarded to the Post/Unit Commander who will review them and forward the originals to the Training Division. MCCD Field Training Officers shall forward completed reports and associated documents to the FTO Coordinator daily.
3. The Field Training Officer shall complete the monthly summary and forward the original to the Post/Unit Commander for review. The Post Commander shall forward it to the Troop Commander. After reviewing the monthly summary the Troop Commander shall forward it to the Training Division.
4. Post Commanders shall contact the Director of Training on any serious problems involving a cadet (i.e. policy violations, vehicle accidents, etc.); Region Commanders shall notify the MCCD Training Coordinator.
5. The accuracy and timely completion of all reporting is essential for the proper training and development of field cadets. As with all training, timely and precise feedback is a necessity.
6. The FTO shall document time spent on completing and reviewing FTO paperwork as FTO hours on the DPS Leave Accounting System (LAS).

F. Resignation as a Field Training Officer

To resign as a Field Training Officer the member shall submit a request through the chain of command to the appropriate Division Director for final approval. The approved request shall then be forwarded to the Director of Training.