

# Georgia Department of Public Safety

## Policy Manual

<b>SUBJECT</b> <b>FIELD TRAINING OFFICERS</b>	<b>POLICY NUMBER</b> <b>23.01</b>
<b>DISTRIBUTION</b> <b>ALL EMPLOYEES</b>	<b>DATE REVISED</b> <b>6/20/2011</b>

### 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. 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 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, Senior Trooper or Master Trooper to apply to be an FTO and train Trooper cadets;
  - b. Have worked as a MCCD officer for at least 18 months to apply to be an FTO and train MCCD cadets;
  - c. Have worked as a Capitol Police Officer for at least 18 months to apply to be an FTO and train Capitol Police cadets;
  - d. Not have received a corrective action (corrective interview or more severe) within twelve months of applying for the Field Training Officer position, and
  - e. 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 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 rating of "Did Not Meet" 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 Commanders shall notify the Director of Training 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. All Field Training Officers will be required to receive a minimum of four hours of in-service training regarding field training when required by the GSP Training Division. Failure to receive this in-service training will place a member in an inactive status as a Field Training Officer and may remove the member permanently from functioning as an FTO.

3. Field Training Officers will operate within the guidelines of their training and department policy while functioning under the direct supervision of their Commander.

#### D. Cadets 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 cadets will rotate each period from patrol Post to patrol Post.
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 are not permitted to ride with Troopers/MCCD officer/Capitol Police Officers unless on duty and assigned by an NCO. There will be no riding in an off duty status. Cadets must be assigned to ride with a Field Training Officer or NCO. Post/Unit 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.
4. Trooper cadets must patrol a minimum of seven days each assignment without the use of any speed timing devices.
5. If a trooper cadet is assigned to non-patrol duties for a total of three days during any field training assignment, the Post Commander shall notify the Director of Training.
6. Cadets on field assignment shall not operate department vehicles or perform enforcement duties when not under the direct supervision of an FTO or NCO.
7. Post Commanders shall notify the Commanding Officer through channels if a trooper cadet is assigned to their Post and a Field Training Officer is not available.
8. Cadets in field training may only take leave approved through the respective Post NCO and the Director of Training. 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 paperwork required in the evaluation process involving an assigned cadet.
2. Field Training Officers shall complete all reports as trained. 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.
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/Unit Commanders shall contact the Director of Training on any serious problems involving a cadet (i.e. policy violations, vehicle accidents, etc.)
  5. The trooper cadet, upon graduation from Trooper school and assignment to the field, shall report to the Post Commander with all field-training reports supplied by the Training Division. The receiving Post Commander will review the reports, sign the receipt and acknowledgement form, and return the form to the Training Division. The Field Training Officer reports should be retained at the Post level as a guide for coaching and training the newly assigned Trooper. The Post copy of the Field Training Officer reports shall be retained in the Post for 18 months and then be destroyed locally.
  6. The accuracy and timely delivery of these reports is essential for the proper training and development of field cadets. As with all training, timely and precise feedback is a necessity.
  7. The FTO shall document time spent on completing and reviewing FTO paperwork as FTO hours on the DPS 612.
- 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.