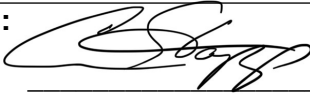
	<b>SAN MARCOS POLICE DEPARTMENT</b>	
	<b>Policy</b> 3.2 Field Training	
	<b>Effective Date:</b> May 4, 2019	<b>Replaces:</b>
	<b>Approved:</b>  _____ <b>Chief of Police</b>	
	<b>Reference:</b> TBP 3.12, 3.13, 3.14, 3.15, 3.16	

## I. POLICY

It is the policy of the department that all employees receive training that is mandated by the state and adequate additional instruction in all areas required for the proper performance of specific tasks that are assigned to the department's officers.

Officers receive their basic peace officer training in an academy setting. While this training is essential to the making of a competent police officer, additional training is needed to familiarize any officer, regardless of prior experience, with the operational policies, procedures, and practices of this department and this community.

This training takes place during a field training program. Experienced officers who have been trained as field training officers (FTO) are used to instruct new officers to ensure that our officers are trained and capable of performing their duties.

## II. PURPOSE

The purpose of this policy is to outline the procedures to be used in the field training program.

## III. PROCEDURES

### A. Organization and Administration

The authority and responsibility for the initial field training of sworn officers shall be vested in the supervisor of the field training program of the department.

### B. Field Training Program Requirements

1. Newly hired officers, after successful completion of the basic police academy training, are required to complete a department specific mini-academy (as applied by the Training Division) as well as the field training program prior to being released for full field duty. (TBP: 3.12c)
2. The eighteen (18) week field training period for new officers shall be divided into four phases in which the officer will be rotated to each of the patrol shifts, whenever possible. Each phase has a duration as follows:
  - a. Phase I – Four (4) weeks
  - b. Phase II – Four (4) weeks
  - c. Phase III – Four (4) weeks
  - d. Phase IV – Four (4) weeks

- e. Phase V – Two (2) weeks
  - f. Following the successful completion of the eighteen (18) week field training program, qualified officers shall be evaluated monthly for an additional twelve (12) months by their immediate supervisor. (TBP: 3.12b, e; 3.16)
3. Newly hired officers who have at least two years prior service as a sworn officer may complete a more abbreviated field training program, the length and content of which is determined by the field training supervisor. (TBP: 3.12d)
  4. During the field training program, the new officer shall receive additional training and evaluations in such areas as department policy, procedures, rules, regulations, patrol procedures, first aid, and victim/witness rights, etc., as outlined in the San Marcos Police Department Field Training Manual.
    - a. The field training program shall identify the tasks most frequently performed by officers and evaluate the new officer's job performance in those dimensions.
    - b. Standardized evaluation techniques designed to measure the new officer's competency in the required skills, knowledge, and abilities shall be used.
    - c. New officers will be evaluated daily by their FTO and the evaluation discussed with the new officer. The new officer and the FTO will sign the evaluation and it will be forwarded to the field training supervisor for filing. If the new officer disagrees with any comments or ratings, the new officer may note the disagreement on the form and request review by the field training supervisor. (TBP: 3.15)
  5. The field training period may be extended, not to exceed a total of 24 weeks, when the performance of the new officer indicates additional training is needed, which would be indicated in the FTO evaluations.
  6. Any deficiency or concerns may be referred to the board of evaluators as outlined in the Field Training Manual.
  7. New officers shall be informed of the activities and actions involved in the recognition process as part of their orientation period with the department.
  8. The field training supervisor will maintain communication with the FTOs for the purpose of assisting with training problems and for conducting end-of-phase evaluations at the end of each of the five training phases. The field training supervisor will maintain responsibility for the training files that contain the FTO evaluations.
- C. Field Training Officer Selection and Training
1. The chief of police or his designee will solicit recommendations from departmental supervisors. The chief or designee will review prior performance evaluations, activity levels, any complaints and commendations as well as advanced training. The chief or designee will interview potential candidates and make a determination based on the best interests of the department. Selection of FTOs will be based on

the best officers available for the assignment and those that represent the true mission and values of the department. (TBP: 3.12a)

2. FTO's will successfully complete an approved training program that meets Texas Commission on Law Enforcement standards prior to receiving an FTO assignment. All officers assigned as FTO's will receive FTO orientation training conducted by the field training supervisor. (TBP: 3.13)
3. The training effectiveness of the FTO's shall be evaluated by their immediate supervisor and field training supervisor.
4. FTO's shall conduct their training and make required reports and recruit evaluations as outlined in the FTO manual.
5. New officers and lateral sworn officers shall evaluate each FTO from which they have received training after completion of the FTO program. This shall be accomplished in writing, as outlined in the FTO manual, utilizing the appropriate form.

#### D. Periodic Program Review

1. Each January, the field training supervisor will meet with all field training officers to review the conduct of the FTO program and determine if any changes are required. (TBP: 3.14)
2. A report of the findings of this meeting shall be forwarded to the chief of police for any action required.