

## Field Training

### 417.1 PURPOSE AND SCOPE

The Field Training Program is intended to provide a standardized program to facilitate the deputy's transition from the academic setting to the actual performance of general law enforcement duties of the DeKalb County Sheriff's Office.

It is the policy of the Sheriff's Office to assign all new sheriff's deputies to a structured Field Training Program that is designed to prepare the new deputy to perform in a patrol assignment possessing all skills needed to operate in a safe, skillful, productive and professional manner.

### 417.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced deputy trained in the art of supervising, training and evaluating entry-level and lateral sheriff's deputies in the application of their previously acquired knowledge and skills.

#### 417.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) The desire to be an FTO.
- (b) Minimum of two years of patrol experience.
- (c) Demonstrated ability as a positive role model.
- (d) Participate and pass an internal oral interview selection process.
- (e) Evaluation by supervisors and current FTO.
- (f) Assigned by the Sheriff.

#### 417.2.2 TRAINING

A deputy selected as an FTO shall successfully complete the Sheriff's Office-approved FTO course prior to being assigned as an FTO.

### 417.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The Field Training Officer Program supervisor will be selected from the rank of sergeant or above by the Field Operations Division Commander or his/her designee and shall when practical, have completed the ILETSB certified (40 hours) Field Training Officer's Course.

The responsibilities of the FTO Program Supervisor include the following:

- (a) Assignment of trainees to FTOs.
- (b) Conducting FTO meetings.

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- (c) Maintain and ensure FTO/Daily Observation Reports are completed.
- (d) Maintain, update and issue the Field Training Manual to each trainee.
- (e) Monitor individual FTO performance.
- (f) Monitor the overall FTO Program.
- (g) Maintain liaison with FTO Coordinators of other agencies.
- (h) Maintain liaison with academy staff on recruit performance during the academy.
- (i) Develop ongoing training for FTOs.

### **417.4 TRAINEE DEFINED**

Any entry level, lateral sheriff's deputy, or person granted Conservators of the Peace Power newly appointed to the DeKalb County Sheriff's Office who has successfully completed an ILETSB training course.

### **417.5 REQUIRED TRAINING**

Entry level deputies shall be required to successfully complete the Field Training Program, consisting of approximately of 16 weeks.

The training period for lateral deputies may be modified depending on the trainee's demonstrated performance and level of experience.

To the extent practicable, deputies should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program.

#### **417.5.1 FIELD TRAINING MANUAL**

Each new deputy will be issued a Field Training Manual at the beginning of his/her Primary Training Step. This manual is an outline of the subject matter and/or skills necessary to properly function as a deputy with the DeKalb County Sheriff's Office. The manual is not intended to cover every contingency but will be periodically reviewed and adjusted as appropriate. The deputy shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules, and regulations enacted by the DeKalb County Sheriff's Office.

### **417.6 EVALUATIONS**

Evaluations are an important component of the training process and shall be completed as outlined below.

#### **417.6.1 FIELD TRAINING OFFICER**

The FTO will be responsible for the following:

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- (a) Complete and submit a written Daily Observation Report on the performance of his/her assigned trainee to the FTO program supervisor on a daily basis.
- (b) Review the Daily Observation Report with the trainee each day.
- (c) Complete a detailed end-of-step performance evaluation on his/her assigned trainee at the end of each step of training.
- (d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

### **417.6.2 IMMEDIATE SUPERVISOR**

The FTO program supervisor shall review and approve the Daily Observation Reports and forward them to the designated Field Training Administrator.

### **417.6.3 FIELD TRAINING ADMINISTRATOR**

The Field Training Administrator will review and approve the Daily Observation Reports submitted by the FTO through the FTO program supervisor.

### **417.6.4 TRAINEE**

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

## **417.7 DOCUMENTATION**

All documentation of the Field Training Program will be retained in the deputy's training files and will consist of the following:

- (a) Daily Observation Reports.
- (b) End of step evaluations.
- (c) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training.