

**DAVIS POLICE DEPARTMENT**  
*Specialized Assignments*  
*Field Training Officer*

**Duties of a Field Training Officer**

Field Training Officers will be responsible for training Regular Officers, Reserve Officers, Police Service Specialists, Community Services Officers, and others as assigned.

Those officers who are appointed as a Field Training Officer will fall under the supervision of a Field Training Manager/Supervisor, who will make all training assignments.

Field Training Officers must have knowledge of: Contemporary adult learning and teaching techniques; police methods and procedures with an emphasis in community policing, including patrol, crime prevention, traffic, investigations, police records and report writing; departmental rules and regulations; criminal law with particular reference to the apprehension, arrest, and custody of persons committing crimes, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases; current training techniques, programs and materials related to law enforcement; and principles and practices of supervision, training and evaluation of personnel.

Field Training Officers must have the ability to: On a continuous basis, know and understand all aspects of a sworn police officers job; teach and/or instruct others in various police duties; analyze and correct police reports; problem solve situations and explain procedures and resolution techniques to trainees; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with trainees and those contacted in the course of work.

Compensation for training will be by agreement as outlined in the Memorandum of Understanding between the Davis Police Officers Association and the City of Davis.

**Minimum Requirements**

In order to comply with POST Regulation 1004, the Davis Police Department will use the following criteria and procedure in the selection of Field Training Staff.

1. Has been awarded a POST Basic Certificate.
2. Three years experience as a police officer by time of appointment (appt. occurs after successful completion of FTO course as specified below).
3. Two years patrol experience with at least one year of patrol experience at Davis PD.

4. As required by POST, the applicant must receive a recommendation for appointment from a Field Training Supervisor/Manager that is based upon the officer's desire to be a Field Training Officer and their ability to be a positive role model to trainees and department personnel.
5. Prior to appointment as a Field Training Officer the applicant must successfully complete a POST certified Field Training Officer Course.
6. Has consistently received "acceptable" or "superior" ratings for individual performance standards on annual evaluations as determined by the rating supervisor.

### **Application and Selection Process**

Upon notice of vacancy, any qualified officer may apply for the position. Application shall be made by filing a memorandum to the Field Training Manager prior to the closing date and time. The memorandum shall include:

1. A statement that they meet the minimum qualifications as set forth above.
2. Any previous teaching experience.
3. Any previous supervisory experience.
4. A list of the officer's previous assignments.
5. Relevant skills or experience.
6. Prior education and training.

The eligibility list will be established using the following procedure:

1. An administrative review held by the patrol sergeants consisting of evaluation of the following (weighted 50%);
  - a. Personal and professional qualifications.
  - b. Performance evaluations.
  - c. Disciplinary history.
  - d. Special skills or related experience.

The Field Training Manager will be responsible for facilitating the review and compiling information from files to be used for the review.

2. An interview conducted by the Field Training Managers and supervisors (weighted 50 %).

The Police Chief will make final appointment from those placed on the eligibility list.

## **FTO Position Training**

### **Professional Organizations**

#### **Required prior to assignment**

1. POST FTO School- CCN 31725 - 40 hrs

#### **Required within one year of assignment**

#### **Recommended prior to assignment**

1. ICI Investigations Core Course, 80 hrs
2. POST Interview and Interrogation- CCN 31445 – 40 hrs
3. Evidence and Crime Scene Reconstruction- CCN 31650 – 60 hrs

#### **Recommended during assignment**

1. Field Training Officer Update, CCN 3715- 24 hrs (required every 3 years)
2. Instructor Development Basic Course, CCN 21706- 24-40 hrs
3. Assertive Supervision-Marin Consulting- CCN 12100- 24 hrs
4. SEMS/Disaster Prep Management- CCN 10341- 24 hrs
5. SEMS/ Tactical Refresher- CCN 10342- 24 hrs
6. POST Use of Force Update- CCN 21185- 16 hrs
7. PORAC- Annual Legal Update- 8hrs

## **FTO Supervisor/Manager Position Training**

### **Professional Organizations**

- 1.

#### **Required prior to assignment**

1. POST FTO School- CCN 31725 - 40 hrs

- 2.

#### **Required within one year of assignment**

1. POST Field Training Administrator- CCN 31735- 24 hrs

#### **Recommended during assignment**

1. Instructor Development Basic Course, CCN 21706- 24-40 hrs