

The Davis Police Department

Field Training Program

Letter of Agreement

The Field Training Program offers a systematic approach in teaching a new officer the knowledge and skills necessary to do field work. Because of the complexity of the position this is not always an easy task. Although the ultimate success of the recruit lies in their own ability to do the job, the Field Training Officer does have a significant role in their ultimate success. These expectations were created with that in mind.

Terms of Agreement

Field Training Officer (FTO)

1. Maintaining a professional relationship between the FTO and Trainee is critical. It is not the role of the FTO to be friend to the Trainee; rather the FTO is to be teacher, mentor, and source of information. On-duty relationships shall remain professional. Off-duty fraternization with a probationary employee, unless authorized by the Field Training Supervisor or person of higher authority, is prohibited. Fraternization would include having relations with a probationary employee, participating in sports or recreational activities, or socializing with Trainee at non-Department or non-DPOA sponsored events.
2. The primary duty of the FTO is to teach the Trainee how to be a police officer and to facilitate learning. It may be necessary for the FTO to change work schedules in order to facilitate or take advantage of training opportunities. The FTO agrees to make schedule changes in accordance to Departmental guidelines regarding minimum notice. On rare occasions the FTO may be asked to cancel scheduled vacations so they will be available to train.
3. The Trainee deserves to be treated with fairness and respect. Hazing, name calling, the use of derogatory nicknames and teasing is not permitted by a FTO or any other Department member. If an FTO is present when improper comment is directed towards any Trainee, the FTO shall bear the responsibility to correct that behavior and/or notify a supervisor if appropriate.
4. Immediate feedback to a Trainee is essential. Positive feedback reinforces good performance while corrective feedback helps a recruit to resolve deficiencies. The FTO shall provide immediate feedback to a Trainee whenever possible and in any event in a timely manner. Feedback should be truthful, constructive, and whenever possible, positive. Feedback shall never be demeaning or presented in a rude, angry, or threatening manner.

A Trainee's performance and the feedback they receive shall remain confidential between the Trainee the Training Staff, and the Department Administrative Staff. Likewise, evaluations shall remain confidential and will only be discussed with the Trainee and Training Staff.

5. Equally important as immediate feedback is the proper and timely documentation of training. It is the FTO's responsibility to do daily evaluations for each training day. All evaluations shall be completed by the day following the evaluated day, unless granted an extension by the Field Training Supervisor. Evaluations shall be done on the Standardized Daily Evaluation Form and the number ratings shall correspond to the written descriptions as outlined in the Standardized Evaluation Guidelines. The FTO must comment, in narrative

form, on any performance issue that falls either above or below “acceptable” as defined in the guidelines. Each evaluation must be discussed with and signed by the Trainee prior to being submitted to the FTO Supervisor.

6. The FTO should be a role model to the Trainee. The FTO shall follow Department Rules and Regulations and act in accordance with sound police practice. Recognizing the dynamic nature of police work, it is understood on very rare occasions it may be necessary to deviate from Department Rules and Regulations. When this is done the FTO shall provide immediate explanation to the Trainee. This explanation shall include an accurate assessment of the situation, what the normal policy and procedure is for handling like situations, and why in this particular case it was handled differently. In all cases the FTO bears the responsibility in making any decision to deviate from policy and justifying that decision if the need arises.
7. Allegiance to the Department, its goals and philosophy is essential in maintaining a proper training environment. The FTO shall treat all people, including co-workers and supervisors with respect. The FTO shall not be condescending towards other FTO’s, co-workers or others. Foul language, obscene jokes, and rude or vulgar behavior are not permitted. Proper radio etiquette shall at all times be followed. Negative comments regarding race, gender, sexual orientation or religious preference will not be tolerated.
8. The FTO shall at all times be diligent in their training effort, strive to achieve productivity, handle a wide variety of calls and take advantage of any training opportunity that arises. The FTO shall be punctual and have minimal absenteeism. The FTO shall dedicate all scheduled time to training. If the FTO has other duties or their own caseload they must do it during non-training hours, unless the activity is pre-approved by the FTO Supervisor as a learning tool for the recruit.

Those FTO’s who are in SWAT, hostage negotiations, K-9, MAIT, EOD, or other similar assignments **may** be excluded from participating in those capacities while directly involved in training. The determination of whether they participate in those capacities will depend on whether other FTO’s are immediately available to train, the probable duration of the assignment, whether it occurs during regularly scheduled days off and the gravity of the assignment. Should any call-out, training, or assignment occur during a time when an FTO has a regular Trainee assigned to them they must have permission to respond from a FTO Supervisor. One of the FTO Supervisors can be reached 24 hours a day by phone. The FTO has the responsibility to seek this authorization.

Trainee

1. The Trainee shall understand they will work varied days, hours and shifts while in the Field Training Program. If a Trainee is not able to report to work as scheduled, they must contact their FTO or an FTO Supervisor to advise them.
2. Absent extraordinary circumstances, and only then with approval from the Field Training Manager, may a trainee use vacation leave or comp time off while in the training program.
3. Fraternalization with Department members is prohibited while in the Field Training Program. The exception would be at a City, Department or DPOA sponsored event or other event with the permission of a Field Training Supervisor. Departmental relations shall be maintained in a professional businesslike manner.

4. A Trainee deserves to be treated with fairness and respect by their co-workers, FTO's and supervisors. A Trainee who is hazed, teased, or called names by their co-workers shall immediately report that to their FTO. A Trainee who is hazed, teased, or called names by their FTO or a supervisor shall contact a Field Training Supervisor.
5. Just as the Trainee is entitled to feedback, so is the FTO. The Trainee will meet with the FTO Supervisor periodically while in the program. The Trainee will provide truthful information to the FTO Supervisor. At the conclusion of the program, the Trainee shall submit a detailed evaluation of the program. Should any problem arise during the training program that cannot be handled by the FTO the Trainee must contact the FTO Supervisor or any other supervisor in an effort to resolve the problem. Supervisory staff is available 24 hours a day.
6. The Trainee shall be evaluated daily while in the Phase Training Program and monthly while in the Employee Mentoring Program. The Trainee will review and sign every evaluation. If the Trainee disagrees with any portion of the evaluation they may discuss it with the FTO or the FTO Supervisor. The recruit may submit, in writing, a rebuttal to any evaluation. The rebuttal shall be submitted to the FTO Supervisor within 30 days of any disputed manner. The FTO Supervisor will make the final decision regarding the disposition of any disputed manner.
7. The Trainee shall follow all Department Rules and Regulations. The FTO shall serve as the immediate supervisor to the Trainee. The Trainee shall obey any lawful order or direction of the FTO unless given different direction by higher authority.
8. The Department and its employees share pride in the fair and respectful manner in which all employees and community members are treated. Accordingly, Trainees shall treat all citizens, co-workers and supervisors with respect. Inappropriate language, obscene jokes and rude behavior will not be tolerated. Likewise, negative comments regarding race, gender, sexual orientation or religious preference is not permitted.
9. The Trainee acknowledges that advancement through the various phases is not a right, but rather an expectation. The Trainee shall be punctual and must be ready to begin their duty assignment when they show up for work. When the Trainee shows up they must be prepared to discuss any material that was presented or assigned for review. The Trainee acknowledges they must pass all written tests, PBLE's, role playing scenarios and field performance tests prior to completing the program. The Trainee also realizes and acknowledges their ultimate success relies on their own ability to do the job.

ACKNOWLEDGEMENT OF AGREEMENT

By signing this agreement both the FTO and Trainee agree to follow its contents. Any disputed matter or deviation from this agreement shall be brought to the attention of the Field Training Supervisor as soon as practical. Both the FTO and Trainee acknowledge that willful refusal to follow any of these directives may result in disciplinary action.

Signatures

Trainee _____ **Date** _____

Phase I FTO _____ **Date** _____

Phase II FTO _____ **Date** _____

Phase III FTO _____ **Date** _____

Phase IV FTO _____ **Date** _____

Field Training Supervisor _____ **Date** _____