

FIELD TRAINING PROGRAM

This order describes the Field Training program for probationary officers and outlines the selection procedures for field training officers and sergeants.

I. POLICY

A. PURPOSE. It is the policy of the San Francisco Police Department to establish and maintain a Field Training Program, in order to produce fully-trained probationary officers who will be able to improve their skills steadily and safely without continuous immediate supervision.

B. COMPLETION REQUIREMENT. All probationary officers who have completed the POST Basic Course must satisfactorily complete the Field Training Program prior to being assigned regular patrol duties.

C. RESPONSIBILITIES

- 1. LINE MANAGEMENT.** The Field Training Coordinator shall have responsibility for management of the program at designated Field Training Stations.
- 2. LIAISON.** The Field Training Coordinator shall also act as a liaison between the district station captains, the Field Operations Bureau and the Staff Support Division, and shall report directly to the Deputy Chief of the Administration Bureau.
- 3. STAFF SUPPORT.** The Commanding Officer, Training Division, shall be responsible for logistical and staff support.

D. QUALIFICATIONS FOR FIELD TRAINING OFFICERS AND SERGEANTS

- 1. EXPERIENCE.** Unless exempted by the Chief of Police, Field Training Officer (FTO) and Field Training Sergeant (FTO Sergeant) candidates shall have a minimum of three years experience in the Patrol Division.
- 2. COMPETENCY.** Selection of Field Training Officers and Sergeants shall be based upon demonstrated overall competency as a police officer or police supervisor

and the ability to train others, provide positive reinforcement and act as a role model.

- 3. COMPLAINT/DISCIPLINARY HISTORY. Officers and sergeants whose records show a significant history of complaints that demonstrate an unacceptable pattern of behavior (as per early warning guidelines in Department General Order 3.19, *Complaint Early Warning System*), or whose histories indicate that they would not be appropriate role models for probationary officers, will not be selected as an FTO or FTO sergeant. The following process will be used to make this determination:**
 - a. An officer's or sergeant's disciplinary and complaint records will be reviewed by the Field Training Office. The number of complaints and any patterns of conduct evidenced by the complaints are the primary factors that will be considered. A complaint with a disposition of Proper Conduct or Unfounded will not be counted in the number of complaints received against the member. Any pending case of a serious nature could result in a member being placed on inactive FTO status or in his or her application being suspended until the investigation is completed and a disposition made.**
 - b. Any specific disciplinary action or pattern of disciplinary action during an officer's or sergeant's career could disqualify a member from participating in the Field Training Program.**
 - c. Any disciplinary action for Class "A" or "B" Misconduct within five years shall be disqualifying from the Field Training Program. Disciplinary action for Class "A" and "B" Misconduct beyond five years of application shall be reviewed by the Chief of Police to determine if the member has demonstrated rehabilitation. Rehabilitation shall be demonstrated by conforming to and successfully completing a program of recovery or retraining, or rehabilitation shall be demonstrated by a pattern of proper conduct over a significant period of time. The Chief of Police shall have the discretion to determine if the member has demonstrated rehabilitation.**
 - d. Any disciplinary action resulting in suspension for Class "C" and "D" Misconduct within two years of application shall be disqualifying from the Field Training Program. The disciplinary action for Class "C" and "D" Misconduct beyond two years of application shall be reviewed by the Chief of Police to determine if the member has demonstrated rehabilitation. Rehabilitation shall be demonstrated by conforming to and successfully**

completing a program of recovery or retraining, or rehabilitation shall be demonstrated by a pattern of proper conduct over a significant period of time. The Chief of Police shall have the discretion to determine if the member has demonstrated rehabilitation.

- 4. Consistent with existing law, special efforts shall be made to recruit women and minority officers as FTO's and FTO Sergeants.**

II. PROCEDURES

A. SELECTION PROCESS FOR FIELD TRAINING OFFICERS AND SERGEANTS

- 1. FIELD TRAINING COORDINATOR.** The Field Training Coordinator shall coordinate the selection process as follows:
 - a. Announce the opening of the application process and accept applications.**
 - b. Obtain recommendations by the applicant's most recent supervisor or superior.**
 - c. Convene a selection panel, whose members shall include the Field Training Coordinator, a commanding officer from the Patrol Division and either a lieutenant or sergeant with Field Training experience from the Patrol Division.**
 - d. The Field Training Coordinator shall forward to the Chief of Police a list of candidates who are endorsed by a majority of the panel.**
 - e. The Field Training Coordinator shall forward through channels to the Chief of Police a list of candidates who are not endorsed by the selection panel, along with reasons for their non-endorsement. Members who are not selected will be notified in writing, given the reasons, and encouraged to schedule a meeting with the Field Training Coordinator to discuss the matter. Non-selection will be subject to grievance procedures.**
- 2. RESPONSIBILITIES OF THE SELECTION PANEL**
 - a. The panel shall review the supervisor's recommendations and other records including, but not limited to, those of the Performance Improvement Program (PIP), Personnel Division, Office of Citizen Complaints (OCC), Management Control Division, Legal Division, Equal Employment Opportunity (EEO) and training records.**

DGO 3.13

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- b. In order to protect the attorney-client privilege, the selection panel shall limit the review of Legal Division records to public information material (e.g., claim registers, civil complaints, and judgments).
 - c. The panel shall review all candidates in order to further ascertain their ability to participate in the program.
 3. **CHIEF'S APPROVAL.** Final approval of FTO and FTO sergeant candidates rests with the Chief of Police.
- B. **TRAINING, CERTIFICATION AND DE-CERTIFICATION OF FTO'S AND FTO SERGEANTS.** The Field Training Coordinator shall coordinate the training, certification and de-certification of FTO's and FTO sergeants as follows:
 1. Provide training for approved candidates at a POST-certified field training course prior to their participation in the program.
 2. Provide ongoing update training as required.
 3. Review FTO member's complaint history for patterns of inappropriate behavior and disciplinary actions as provided by OCC and MCD through Department Early Warning System. Determine if the member should be removed from the program or be temporarily removed pending resolution of a disciplinary investigation. This would also include EEO investigations.
 4. Prepare memoranda through channels to the Chief of Police, recommending de-certification of an FTO or an FTO sergeant in any of the following cases:
 - a. an FTO or an FTO Sergeant transfers out of the Patrol Bureau for more than six months.
 - b. an FTO or an FTO Sergeant does not perform duties in a satisfactory manner.
 - c. an FTO or an FTO Sergeant commits a serious violation of Field Training rules and guidelines.
 - d. an FTO or FTO Sergeant is involved in any disciplinary action which would have prevented the member from qualifying for the program.
 - e. an FTO who is not available to train for a period of one year or more will have

his or her status reevaluated by FTO staff.

5. Maintain permanent records of training, certification and de-certification.

C. PROGRAM SUMMARY. In order to promote standardization, improve policies and procedure, and correct program deficits, the Field Training Coordinator shall submit to the Chief of Police a program summary report at the conclusion of each fiscal year.

References

DGO 3.19, *Complaint Early Warning System*