



# DEPARTMENT NOTICE

24-014

Published: 02/23/24

Expires: 02/23/27

## **Department General Order 3.13 “Field Training Program” Update Packet #102 (Updated)**

The purpose of this directive is to announce the revision of Department General Order 3.13, *Field Training Program*, adopted by the Police Commission on January 10, 2024. The Police Commission agreed to a 30-business day implementation period and therefore, members will be held accountable for this policy starting February 23, 2024.

The updates in this policy include, but are not limited to the following:

- The goal of the San Francisco Police Department (SFPD) is to develop competent officers beginning in the Basic Police Academy, proceeding through the Field Training Program, and completing the probationary period. The Field Training Program is intended to provide a Peace Officer and Standards Training (POST) approved standardized program to facilitate the officer’s transition from the academic setting to the actual performance of general law enforcement duties. The Field Training Program provides clear standards for rating and evaluation to give trainees every reasonable opportunity to succeed. Ultimately, the Field Training Program strives to provide trainee officers the ability to acquire the knowledge, skills, and abilities to become competent and effective police officers who are committed to Safety with Respect.
- Members selected to be a trainer shall successfully complete a POST certified (40-hour) Field Training Officer’s Course prior to being assigned as a Field Training Officer or Sergeant. Upon selection and completion of the POST certified FTO Course, members are expected to fulfill a two-year commitment to train. Members assigned to non-training stations may be loaned to a training station based on the needs of the Department.
- Field Training Officers and Sergeants may be temporarily removed from the program pending resolution of a disciplinary investigation or at any time at the discretion of the OIC of the Field Training Program. Field Training Officers and Sergeants may be decertified for failing to perform duties in a satisfactory manner or due to disciplinary action affecting the ability of the field trainer to perform their duties. The Chief of Staff shall notify the OIC of the Field Training Program when sustained findings with disciplinary action includes decertification. Disciplinary action that has been sealed pursuant to the Memorandum of Understanding shall not be considered.

Questions regarding the Field Training Program can be emailed to [sfpd.fto@sfgov.org](mailto:sfpd.fto@sfgov.org).

Members are expected to have a working knowledge of all directives applicable to their respective assignment and comply with their provisions, per DGO 3.01.13 Accountability and Acknowledgement. Members shall obey all written orders, policies, and procedures of the Department per DGO 2.01 General Rules of Conduct, Written Orders.

Department General Order update packet #102 is attached to this notice and is available to members on the PowerDMS site.



WILLIAM SCOTT

Chief of Police

*Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*

## **Field Training Program**

This order sets forth the responsibilities of the Field Training Program and outlines the selection procedures for Field Training Officers and Sergeants.

### **3.13.01 PURPOSE**

The goal of the San Francisco Police Department (SFPD) is to develop competent officers beginning in the Basic Police Academy, proceeding through the Field Training Program, and completing the probationary period. The Field Training Program is intended to provide a Peace Officer and Standards Training (POST) approved standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties. The Field Training Program provides clear standards for rating and evaluation to give trainees every reasonable opportunity to succeed. Ultimately, the Field Training Program strives to provide trainee officers the ability to acquire the knowledge, skills, and abilities to become competent and effective police officers who are committed to Safety with Respect.

### **3.13.02 FIELD TRAINING ROLES AND RESPONSIBILITIES**

#### **A. Field Training Office**

The Field Training Office is assigned to the Training Division and is responsible for the following:

- Ensuring compliance with the SFPD's Field Training Program
- Monitoring trainee officers, and their progress, in the Field Training Program
- Coordinating the efforts of Field Training Personnel throughout the Department
- Monitoring all probationary officers who have completed field training
- Monitoring permanent officers returning to assigned patrol

#### **B. Field Training Coordinator**

The District Station Commanding Officer shall consult with the Officer-in-Charge (OIC) of the Field Training Program and assign a Sergeant to be the station's Field Training Coordinator. The Field Training Coordinator shall serve as a liaison with the Field Training Office and is responsible for the following:

- Overseeing the Field Training Officer Program at the District Station
- Assigning trainees and members returning to patrol to station Field Training Officers
- Ensuring all applicable evaluations are completed

- Monitoring individual trainee performance and providing necessary updates to the Field Training Program
- Administering the return to patrol program

### **C. Field Training Sergeant**

The Field Training Sergeant is responsible for oversight of the Field Training Officers and trainees assigned to their command. As such, their duties include, but are not limited to:

- Reviewing and acknowledging trainee evaluations
- Meeting with Field Training Office staff bi-weekly for performance discussions to provide guidance, input, and retraining
- Consulting the Field Training Office whenever serious performance issues arise
- Conducting weekly ride-a-longs and completing corresponding weekly performance evaluations for trainees

### **D. Field Training Officer**

The Field Training Officer is a certified, experienced officer who trains and evaluates trainees, including members returning to patrol. Field Training Officers shall be respectful to their trainees. Field Training Officer responsibilities shall include, but are not limited to:

- Training, leading, and mentoring assigned trainees
- Completing daily evaluations of trainee performance
- Notifying the assigned FTO Sergeant, the station FTO Coordinator, and Field Training Office regarding trainee performance issues and assisting with any remedial training
- Attending Field Training Office bi-weekly meetings to discuss trainee performance

### **E. Trainee Officer**

The Trainee Officer is any police officer that has successfully completed a POST approved Basic Academy. Trainees are to be respectful to Field Training Officers. The Field Training Officer's direction is to be accepted and followed at all times. Trainee expectations and evaluation ratings are detailed in the Field Training Workbook.

### **F. Reserve Officer**

A Reserve Officer is a duly appointed, part-time sworn non-paid member of the SFPD. Reserve Officers must complete the field training program hours required for their designation level outlined in Department Manual 25, *Reserve Police Officer Manual*.

### **3.13.03 FRATERNIZATION**

All field training personnel and members in the Field Training Program shall abide by the fraternization policy.

### **3.13.04 FTO ELIGIBILITY AND CERTIFICATION**

#### **A. Eligibility and Selection for Field Training Officer and Sergeant**

A field training applicant shall be interviewed to assess their skills and abilities.

The OIC of the Field Training Program in conjunction with Human Resources shall coordinate the selection process as follows:

- Announce the opening of the application process via Department Notice and accept applications through Human Resources.
- Convene a selection panel, whose members may include the OIC of the Field Training Program, the Sergeant of the Field Training Program, a sergeant from the Patrol Division, and a representative from Human Resources.
- The representative from Human Resources will be responsible for scheduling the interviews with the qualified candidates.
- The representative from Human Resources shall forward the list of candidates who are endorsed by a majority of the panel to the Chief of Staff. The Chief of Staff and the Deputy Chief of the Administration Bureau will vet the candidates and make a recommendation as to whether they believe the candidate is qualified after reviewing their disciplinary history. The representative from Human Resources will notify the members not selected in writing and encourage the members to schedule a meeting with the OIC of the Field Training Program to discuss the matter. Non-selection will be subject to the grievance procedures.

Members selected to be a trainer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as a Field Training Officer or Sergeant. Upon selection and completion of the POST certified FTO Course, members are expected to fulfill a two-year commitment to train. Members assigned to non-training stations may be loaned to a training station based on the needs of the Department.

Prior to the interview process, the Commanding Officer of the Training Division shall send the names of potential FTO applicants through the chain of command to the Chief of Staff to ensure the member is eligible to be an FTO. The Chief of Staff shall notify the Field Training Office if members are disqualified from serving as FTOs due to disciplinary or other matters.

All Field Training Officers and Sergeants must complete the Field Training Officer Update Course every three years and meet all legal and POST training mandates to maintain their FTO certification.

**B. Field Training Officer and Sergeant Removal and Decertification**

Field Training Officers and Sergeants may be temporarily removed from the program pending resolution of a disciplinary investigation or at any time at the discretion of the OIC of the Field Training Program.

Field Training Officers and Sergeants may be decertified for failing to perform duties in a satisfactory manner or due to disciplinary action affecting the ability of the field trainer to perform their duties. The Chief of Staff shall notify the OIC of the Field Training Program when sustained findings with disciplinary action includes decertification. Disciplinary action that has been sealed pursuant to the Memorandum of Understanding shall not be considered.