



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 33.4.3

TITLE: FIELD TRAINING OFFICER PROGRAM

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PURPOSE

The Field Training Officer (FTO) Program, or Phase II of the Recruit Training Program, is designed to provide directed field experience to police recruits. It serves as a final step in the officer qualification, evaluation, and training process. Its goal is to provide an individually tailored one-on-one program, providing improvement and professional development in performance areas, while simultaneously assuring that each trainee masters a predetermined set of tasks before completion. Its goal is to ensure the new officer transitions from the academic setting of the Education & Training Division to the actual performance of general law enforcement duties.

POLICY STATEMENT

1. The FTO program shall comport with the New Orleans Police Department's written Master Training Plan.
2. The FTO program shall follow the Basic Recruit Training Program and shall be at least 16 weeks.
3. All new police officers will be assigned to the structured field training to prepare the new officer to perform in a patrol assignment with the knowledge and skills needed to operate in a safe and professional manner.

DEFINITIONS

Field training coordinator (FTC)—A supervisory member of the Education & Training Division staff responsible for overseeing the entire FTO Program.

Field training officer (FTO)—A commissioned member who has been specially selected based on her/his performance record, who displays an interest in training, and possesses a functional knowledge of Louisiana criminal and motor vehicle codes, criminal procedure, Department rules, regulations, Chapters, policies, and procedures, as well as above average skills in report writing and conducting investigations. All FTOs must satisfactorily complete the structured FTO Program certification before they may train new officers.

District Systems Administrator Supervisor (DSA)—A police sergeant or lieutenant who oversees the field training officers in his/her District. The DSA will be trained on the FTO Program and their related duties by the Education & Training Division field training coordinator.

Trainee—A graduate of the NOPD Basic Recruit Training Program who has passed the Louisiana P.O.S.T. certification, has been promoted to Police Officer (Probationary) and

progressed to the Field Training Program. This can also refer to a lateral police hire Police Officer (Probationary) that is in a modified Field Training Program to familiarize him/her with NOPD policies, procedures, forms, and methods before he/she is released to work independently. The terms recruit and trainee are interchangeable for purposes of this Chapter.

Daily Observation Report (DOR)—A written evaluation by the FTO on the performance of the recruit or trainee on a daily basis using the Daily Observation Report Form (DOR).

End of Phase Report or Phase Report—A written evaluation by the FTO on the performance of the recruit or trainee at the conclusion of each Phase of the FTO Program that summarizes the recruit or trainee's overall performance during that Phase. This evaluation is documented on a standardized End of Phase Report form.

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4. Satisfactory completion of the FTO Program will increase the trainee's awareness of local community needs and increase their ability to handle a wide range of situations with both confidence and insight. Those trainees who are unable to transition from the more academic environment of the academy to field work and properly cope with or master the basic tasks required of today's police officers will be identified in this program and the deficiencies addressed on an individual basis. The degree and amount of remediation to be allowed for any particular deficiency shall be outlined by the Commander of the Education & Training Division based on recommendations by the FTO, FTC and DSA involved.
5. Initially, the recruit functions primarily as an observer (not graded), while the FTO completes his/her daily duties. As the recruit progresses through the FTO program, progressively more duties and responsibilities are assigned to the trainee. There is a gradual sharing of duties as the recruit becomes more familiar with the tasks involved in policing. Eventually, the recruit performs all of the required tasks of a police officer, while the FTO serves as an observer and evaluator.
6. If, in the opinion of the FTO, the district DSA, the district/division Commander, and the FTC, a recruit does not demonstrate a consistent, satisfactory performance level, the recruit may be terminated. Failure of a recruit to satisfactorily pass the final phase of field training shall be cause for termination. The Superintendent of Police or his/her designee, as the appointing authority, shall approve or disapprove the recommendation.
7. During the course of the FTO program, a recruit or trainee shall be trained in a variety of geographic areas within the city of New Orleans; on a variety of shifts; and with several FTOs. Generally, the recruit or trainee will spend no more than four weeks with any one FTO in any one district. At the end of each four-week period, the recruit or trainee will be assigned to a new FTO in a different district. If changing districts is not feasible, a change in FTO and shift at each four-week interval is still required.

FIELD TRAINING MANUAL

8. Each recruit in field training shall be issued a Field Training Manual before beginning the field training program.
9. The Field Training Manual will remain in the possession of the recruit and will be made available to the FTO, DSA and FTC as required.
10. This Field Training Manual is an outline of the subject matter and skills deemed necessary to properly function as an officer with the New Orleans Police Department.

11. The recruit must become proficient with the skills as set forth in the Field Training Manual.
12. For each task or skill outlined in the Field Training Manual, the FTO and the recruit/trainee shall initial and date each task as they are deemed by the FTO to be successfully completed.

DAILY OBSERVATION REPORTS

13. Daily Observation Reports (DORs) are an important component of the training process and shall be completed as outlined below:
 - (a) Daily Observation Reports will be numbered sequentially to ensure completeness and to facilitate administrative control.
 - (b) All DORs, evaluations, and documents pertinent to each recruit shall be routed through the Field Training Supervisor to the Field Training coordinator.
 - (c) All DORs are filed electronically in a database accessible to the trainee for review.

FIELD TRAINING OFFICER

14. The FTO is an experienced officer trained in the art of supervising, training, and evaluating entry level and lateral police officers in the application of his/her previously acquired knowledge and skills.
15. In addition to providing police service within their assigned district, the FTO has the added responsibility of training and evaluating the trainee during field training.
16. The responsibilities and selection process of the FTO are covered in depth in the Field Training Officer's Manual.
17. FTOs' responsibilities will include but are not limited to ensuring the trainee understands any material provided or task given during each week or Phase of field training and how successful completion is to be judged.
18. FTOs are required to:
 - (a) Complete and submit an evaluation on the performance of their assigned trainee on a daily basis using the Daily Observation Report (D.O.R.).
 - (b) Review, sign, and date the DOR at the conclusion of each training shift.
 - (c) Complete a detailed end-of-phase performance evaluation on each assigned trainee immediately upon the conclusion of each phase of field training; and
 - (d) Initial or sign indicating successful completion ("sign off on") all completed topics contained in the Field Training Manual, specifically noting the method of learning and evaluating the performance of the assigned trainee.

FIELD TRAINING SUPERVISOR

19. The District Commander will forward to the FTC a written nomination for the supervisor he/she has selected to act as the DSA.
20. The nomination shall detail the Commander's reasons for that supervisor to fill the role of the DSA along with:
 - (a) Documentation of an INSIGHT review, to include:
 - i. Any information related to any disciplinary actions.
 - ii. Any communications for the public, either positive or negative;

- iii. Any reported actions that did not rise to the level of an official award or reprimand; and
 - iv. Any documentation that reflects the DSA nominee's relationship with the community.
- (b) A PIB "Short Form" listing any complaints or pending investigations; and
 - (c) A written recommendation from the DSA Nominee's immediate supervisor (if not the District Commander).
21. The DSA will review the information provided on the nomination and, within 14 days of receipt of all required information, will provide the nominating Commander with a written acceptance of the nomination or, if not accepted, the reasoning of the FTC for the disapproval.
 22. The final selection is the responsibility of the FTO/DSA Evaluation & Selection Committee.
 23. The nomination recommendation and all associated documentation of the process shall be maintained by the DSA for three years.
 24. A DSA shall be assigned in each District/Division to which recruits are assigned for field training.
 25. The DSA is responsible for ensuring daily observation reports (DOR) contain the necessary information, including all supporting documents, for each day a trainee is under the FTO Program.
 26. The DORs for each trainee for that week are reviewed each week by the DSA and the FTC via phone or email. The DSA and FTC meet to review and discuss the trainee's status during each Phase of the FTO Program.
 27. In addition to the above duties, the DSA shall explain to the FTC any identified problem(s) the trainee is having which may prevent him/her from successfully completing that phase's requirements. Remedial activities may be determined at that time.

FIELD TRAINING COORDINATOR

28. The FTC shall be responsible for overseeing the entire FTO Program.
29. The FTC will review the Daily Observation Reports submitted by each FTO through the DSA.
30. The FTC will hold periodic meetings with all FTOs and DSAs to ensure consistency in application, understanding and compliance with the requirements of the Field Training Officer Program.
31. The FTC will hold a process review meeting after the completion of each recruit class's field training with all FTOs and DSAs to discuss any changes which may be needed in the FTO Program.
32. A summary of this meeting, with any recommendations or proposed changes, will be documented and forwarded to the Superintendent of Police, through the chain of command, for review.

FIELD TRAINING OFFICER / SUPERVISOR EVALUATIONS

33. FTO and DSA performance shall be reviewed and evaluated annually by the FTC in consultation with the commanding officer of the FTO and DSA. Re-certification shall be dependent on satisfactory prior performance and feedback from the recruits trained and the Education & Training Division staff.

RECRUIT EVALUATIONS OF TRAINING PROGRAM

34. The NOPD Education & Training Division shall create a mechanism for trainees to provide confidential feedback regarding the quality of their field training.
35. Trainees will complete a confidential evaluation at the end of each phase of field training and upon conclusion of the FTO Program on all his/her FTO(s) and the overall FTO Program.
36. As part of the End of Phase survey, this feedback shall include:
 - (a) The extent to which his/her field training was consistent with what they learned in the Basic Recruit Training Program or Lateral Officer Program,
 - (b) The trainee's assessment of the coaching and training skills of all of his/her FTOs,
 - (c) The trainee's assessment of the FTO's compliance with the Department's values, policies, and regulations, and
 - (d) Suggestions for changes to the Basic Recruit Training Program or Lateral Officer Program based upon his/her experiences in the FTO program.
37. The Commander of the Education & Training Division shall review the provided feedback and document his/her response within 30 days of the submission of the surveys, including the rationale behind any responsive action taken or decision to take no action. This written response shall be submitted through the chain of command to the Superintendent of Police.
38. These evaluations and the written responses shall be maintained by the FTC on file at the Education & Training Division for at least 3 years.

PROGRAM DOCUMENTATION

39. All documentation of participants in the Field Training Program shall be retained in the member's training files (either electronic or hard copy) and will consist of the following:
 - (a) Daily Observation Reports for each day/shift the recruit works with an FTO.
 - (b) References to all documentation (electronic versions) produced by the recruit while in the FTO program, i.e., reports, citations, summons, affidavits including a copy of the Daily Trip/Activity Sheet.
 - (c) End of Phase evaluations; and
 - (d) A Certificate of Completion, certifying that the trainee has successfully completed the required number of hours of field training and all critical skill requirements.
40. The trainee must successfully complete the Field Training Program to receive his/her P.O.S.T. certification.
41. All administrative training reports on each trainee shall be maintained in an individual training file by the FTC.
42. Active field training files shall be located in the FTC's office. Completed training files shall be stored off-site in a secure facility designated by the Commander of the

Education & Training Division.

43. The field training program records shall be available, as needed, to an FTO, FTO Program personnel, Education & Training Division Instructors, and the Field Operations Bureau administrative personnel on an "as needed" basis as determined by the Commander of the Education & Training Division or his/her FTC if designated.
44. Upon successful completion of the member's Police Officer probationary period, all Basic Recruit Training Program, Lateral Officer Program and Field Officer Training Program files for that member shall be placed in secure storage at the Education & Training Division and will **not** be considered as part of the officer's regular Personnel Jacket.
45. Member training records in secure storage at the Education & Training Division may be accessed or viewed only with written permission of the Commander of the Education and Training Division, the Deputy Chief of the Bureau to which the E&TD is assigned or the Superintendent of Police.
46. These training files shall be maintained for a minimum of seven years after the member is separated from the Department or involved in litigation where the records may be pertinent, whichever is longest. .

FTO SELECTION, RE-APPOINTMENT, AND REMOVAL PROCESS

47. The FTO selection process shall be established and the FTO program implemented to attract the best FTO candidates.
48. Only highly qualified officers shall serve as FTOs. FTO appointments shall be subject to annual review for reappointment by the FTC and the Education & Training Division Commander. District/Division commanders, after consultation and concurrence with the Commander of the Education & Training Division, may remove an FTO from the field training program.
49. The cause for removal and concurrence by the Commander of the Education & Training Division shall be documented in a written interoffice correspondence which shall be kept on file at the Education & Training Division by the FTC.
50. All FTOs are assigned to the Field Operations Bureau. While functioning as an FTO, he/she shall be in a Platoon assignment only (District patrol shift platoons primarily handling calls for service). The following elements shall be evaluated:
 - (a) Demonstrated maturity.
 - (b) Desire to be an FTO (voluntary program).
 - (c) Demonstrated knowledge of criminal/motor vehicle codes and criminal procedures.
 - (d) Demonstrated above average skills in writing police reports and conducting investigations;
 - (e) Minimum of four years of patrol experience, two of which shall be with this Department;
 - (f) Demonstrated ability as a positive role model;
 - (g) Participate and pass an internal oral interview selection process;
 - (h) Written evaluations/recommendations by supervisors and current FTOs;
 - (i) Prior performance evaluations;
 - (j) Previous documented superior performance as a police officer evidenced by awards and/or supervisory recommendations/evaluations;
 - (k) Complaint and disciplinary history review;
 - (l) Commendations, letters, or references from citizens;

- (m) Attendance; and
 - (n) Written recommendation of the applicant's current Commander.
51. The FTO candidate's application shall be reviewed by criteria outlined in this Chapter by the FTO Selection and Evaluation Committee, which shall be composed of:
 - (a) The FTC;
 - (b) One District FTO selected by the FTC;
 - (c) One FOB Supervisor selected by the Deputy Superintendent of FOB who is not assigned to the same district as the FTO on the committee
 52. The FOB Supervisor and FTO selected for the FTO Selection and Evaluation Committee may be appointed to serve on the committee for a period of up to six (6) months at a time.
 53. The FTO Selection and Evaluation Committee shall, for each candidate reviewed, either:
 - (a) **Approve** the candidate as a potential FTO pending successful training;
 - (b) **Disapprove** the candidate stating specific reasons; or
 - (c) **Defer** the candidate until a later date or until a stated deficiency is corrected.
 54. The status (approved, disapproved, defer) of each FTO candidate's application shall be specifically noted in the minutes of the Selection Committee meeting and signed by all members of the committee. The Committee records shall be maintained by the FTC.

TRAINING REQUIRED BY FTO / FTC

55. All current and new FTOs shall receive at least 40 hours of initial Field Training Officer Program specific, supervisory-level training, and annual in-service training in the following areas:
 - (a) Management and supervision;
 - (b) Community-oriented policing;
 - (c) Effective problem solving techniques; and
 - (d) Field communication (how to communicate effectively with trainees and supervisors in a field situation).
56. FTOs shall maintain, and demonstrate, on a regular basis, his/her proficiency in managing recruits and subordinates, practicing and teaching community-oriented policing, and solving problems effectively.
57. All FTOs must complete an FTO update course, the contents of which shall be determined by the Commander of the E&TD and the FTC on an annual basis while assigned to the position of FTO.
58. All documentation of FTO applications, evaluations and training shall be maintained for a minimum of seven years after the member is separated from the Department or involved in litigation where the records may be pertinent, whichever is longest.
59. FTOs and DSAs shall be among the first officers to attend each new cycle of in-service training.
60. The FTO Manual is posted on NOPD.org under the Resources folder.