



DEPARTMENT NOTICE

DATE OF ISSUE

6 August 1998

EXPIRATION DATE

5 September 1998

NO.

98-32

SUBJECT

APPLICATION FOR FIELD TRAINING OFFICER

DISTRI-
BUTION

B

RESCINDS

RELATED DIRECTIVES

I. PURPOSE

This directive informs sworn members:

- A. that applications are being accepted for appointment as a field training officer (FTO) from 10 August through 4 September 1998.
- B. of the eligibility requirements, application procedures and selection process for the position of field training officer.
- C. that current patrol specialists interested in an appointment as an FTO must apply for the position.

II. FIELD TRAINING OFFICER RESPONSIBILITIES

Field training officers are assigned to the Patrol Division and must have the ability to perform all patrol functions. In addition, FTOs will:

- A. instruct probationary police officers in the following subject areas:
 - 1. police vehicle operations
 - 2. oral and written communication
 - 3. interaction with the public
 - 4. routine patrol
 - 5. arrest procedures
 - 6. court appearance procedures
 - 7. traffic enforcement
 - 8. use of force
 - 9. criminal law
 - 10. Department policy
 - 11. personal demeanor
 - 12. ethics.
- B. observe and evaluate probationary police officers in the performance of tasks and prepare progress reports.
- C. make recommendations concerning the qualifications of probationary police officers.
- D. function as trainers and conduct training as prescribed by the Education and Training Division in conjunction with Patrol Division directives.
- E. perform related duties as required.

III. ELIGIBILITY

A sworn member who is interested in appointment as a field training officer must:

- A. be a police officer below the rank of sergeant.

3. Members completing both sections of the examination with a passing grade will be placed on a qualified list and notified when a Field Training Officer position becomes available.
- B. Members **will not** be compensated for overtime when scheduled to report for any portion of the selection process during off-duty hours. Unit commanding officers will excuse a member who has been scheduled for testing during duty hours provided that the watch commander/unit commanding officer was notified at least 48 hours prior to the scheduled testing.

VI. QUALIFIED LISTS

- A. One qualified list will be created for each district (25 total qualified lists). The qualified lists will consist of candidates who have successfully completed the selection process. Successful candidates will be placed on the qualified list in their respective district of assignment.
- B. Candidates assigned to units other than District Law Enforcement must successfully bid to a district and be placed on the qualified list in that district in order to be considered for appointment as an FTO.
- C. Current patrol specialists **must apply** for the position of FTO and **complete the training program**; however, they are not required to participate in the selection process. These patrol specialists will remain in their current districts of assignment and will be given the opportunity to bid, by seniority, for field training officer vacancies before other officers are appointed from the qualified lists. After this bidding process is completed and vacancies have been filled, the Chief of Patrol will fill remaining vacancies from the qualified lists. Current patrol specialists who do not apply for the position of FTO will remain in their current units of assignment and be returned to the classification of police officer when the position of Patrol Specialist is discontinued as a result of the commencement of the Field Training Officer Program.
- D. Police officers who were previously appointed as patrol specialists (excluding acting patrol specialists) and served in that position for at least one year will be given preference on the qualified list upon successful completion of the selection process.
- E. Any successful candidate who transfers into a district is eligible to be placed on that district's qualified list by seniority. It will be the responsibility of the candidate to immediately notify Office of the Chief of Patrol, attention: "Keeper of the Field Training Officer Eligibility Lists", in writing when they transfer to a new district and wish to be placed on that district's qualified list. A candidate may only appear on one qualified list. The Office of the Chief of Patrol will maintain the qualified lists of all successful FTO candidates.
- F. If a district's qualified list is depleted and it becomes necessary to fill vacancies in that district, an announcement will be made for volunteers who have successfully completed the selection process and are either on lists for other districts or not currently assigned to District Law Enforcement. The required number of volunteers will be selected by seniority and detailed to the appropriate district.
- G. Management reserves the right to fill 20% of the recognized vacancies at its discretion without regard to seniority, provided that the position is filled with a candidate from a qualified list.

