



Ithaca Police Department

120 East Clinton Street
Ithaca, New York 14850

General Order Number:205

Field Training and Evaluation Program

Issuing Authority: Chief John Barber

Effective Date: May 11, 2015

Rescinds/Supersedes: All previously issued directives

Review Date: May 2017

Applicable NYSLEA Standards: 12.8; 32.5

Number of Pages: 4

I. Purpose

- A. This written directive establishes a formalized Field Training and Evaluation Program designed to provide new officers with experiential training in the field under the close and direct supervision of a trained and experienced field training officer.
- B. Field training provides the opportunity for the officer to take the lessons learned in the classroom and apply them in actual real life circumstances.
- C. Experienced officers who may have transferred from another police agency are provided the opportunity to learn the community and the departmental specific policies and procedures of the Ithaca Police Department.
- D. The program also provides the field training officer the opportunity to observe and evaluate the recruit.

II. Definitions

- A. Entry Level Officer – Recruit level with no prior training or experience OR less than one (1) year experience with another agency. Will be on probation for a period of eighteen (18) months.

- B. Lateral Transfer Officer – Minimum one (1) year experience and training with another agency. Will be on probation for a period of six (6) months.
- C. Trainee Officer – An officer being trained in the Field Training Officer Program. Refers to both the Entry Level Officer and Lateral Transfer Officer.
- D. Field Training Officer (FTO) – The officer assigned to train a Trainee Officer.
- E. Primary FTO – The FTO that is assigned to oversee the daily performance of the Trainee and report same to the Field Training Officer Program Coordinator.
- F. Field Training Officer Program – The mechanism utilized by members of the Ithaca Police Department to evaluate a Trainee Officer's performance.
- G. Field Training Officer Manual – The structured guide utilized by members of the Ithaca Police Department to implement the training standards established in the Field Training Officer Program and document the performance of a Trainee Officer.
- H. Field Training Officer Program Coordinator – The staff officer assigned to implement and supervise the Field Training Officer Program.

III. Policy

- A. The Trainee Officer shall be designated as a Probationary Police Officer upon successful completion of the academic portion of Academy training and approval by the Chief of Police. The officer shall then complete a program of Field Training, the minimum length of which is:
 - 1. Entry Level Officer 540 hours minimum
 - 2. Lateral Transfer Officer 400 hours minimum
- B. Failure of any Trainee Officer to successfully complete the Field Training Officer Program shall result in involuntary termination from employment.

IV. Organization of the Field Training Program

- A. The Chief of Police shall designate the assignment of Field Training Officer Program Coordinator.
- B. Field Training Officers shall be responsible for:
 - 1. Field training and related evaluation of the Trainee Officer's response to training.
 - 2. Completion of daily observation reports during each tour of duty.

V. Qualifications of Field Training Officers

- A. Field Training Officers shall:
 - 1. Be a police officer with at least three (3) years of experience with the department, unless waived by the Chief of Police;
 - 2. Possess the skills, knowledge and abilities essential for successful performance of the position of police officer;
 - 3. Exhibit skill in a variety of areas, including courtesy and interpersonal relationships, the ability to manage and evaluate police performance under a wide variety of circumstances; the ability to recognize and successfully manage potentially violent situations, maturity, fairness, impartiality, and dependability.
- B. Appointment as a Field Training Officer
 - 1. Successful completion of the NYS Division of Criminal Justice Services Police Field Training Officer Course.
 - 2. Successful completion of the NYS Division of Criminal Justice Services Instructor Development Course.
 - 3. An officer meeting the minimum qualifications may be considered for appointment after making a request to the Field Training Officer Coordinator.

4. Any police officer designated as a Field Training Officer who does not perform adequately shall be removed from the program by the Field Training Officer Coordinator or the Chief of Police.

VI. Evaluation Process

- A. The Trainee Officer and the FTO will submit daily and weekly evaluation reports to the FTO Program Coordinator.
- B. The FTO Program will be set up in four phases to assist the Trainee Officer in the learning process. After each phase, there will be a meeting with the assigned FTO's, the FTO Program Coordinator, Operations Sergeant, and the Chief of Police or his/her designee to evaluate the progress of the Trainee Officer. Trainee Officers that do not meet the standard to proceed to the next phase will have their training extended for a designated amount of time and reevaluated after that period.