
	<b>ROSENBERG POLICE DEPARTMENT</b>	
	<b>General Order 3.02 Field Training</b>	
	<b>Effective Date: 11-21-2012</b>	<b>Replaces: N/A</b>
	<b>Approved:</b>  Chief of Police	
	<b>Reference: TBP: 3.12, 3.13, 3.14, 3.15, and 3.16</b>	

## I. POLICY

It is the policy of the Rosenberg Police Department that all employees receive such training as mandated by the State and adequate additional instruction in all areas required for the proper performance of their specific job tasks.

Officers receive their basic peace officer training in an academy setting. While this training is essential to the making of a competent police officer, additional training is needed to familiarize any officer, regardless of prior experience, with the operational policies, procedures, and practices of this department and this community.

This training takes place during a Problem-based Training Program. Experienced Officers who have been trained as Field Training Officers are used to instruct new officers to ensure that our officers are trained and capable of performing their duties.

## II. PURPOSE

The purpose of this order is to define the procedures to be used in the Problem-based Training Program.

## III. PROCEDURES

### A. Organization and Administration

The authority and responsibility for the initial training of sworn officer shall be vested in the Problem-based Training Program Supervisor of the Rosenberg Police Department.

### B. Problem-based Training Program Requirements

1. Newly hired officers, after successful completion of the basic police academy are required to complete the Problem-based Training Program prior to being released for full field duty. (TBP: 3.12c)
2. The nineteen (19) week training period for new officers shall be divided into five (5) phases in which the officer will be rotated to each of the patrol shifts, whenever possible. Each phase is separated by specific tasks, defined by a common standard the PPO is expected to perform. If the PPO fails to meet the defined standards of a phase, the PPO will be given an additional week in the same phase to assist them in meeting the required standards prior to continuing the FTO program. Each phase has a duration as follows:
  - a. Orientation – Three (3) weeks
  - b. Phase A – Three (3) weeks
  - c. Phase B – Three (3) weeks
  - d. Phase C – Three (3) weeks
  - e. Phase D – Three (3) weeks
  - f. Evaluation – Two (2) weeks
  - g. Final Evaluation – One (1) week
  - h. Following the successful completion of the nineteen (19) week Problem-based Training Program, qualified officers shall be evaluated weekly for an additional twelve (12) weeks by their immediate supervisor. (TBP: 3.12b, e; 3.16)
3. Newly hired officers whom have prior service as a sworn officer may complete a more abbreviated Problem-based Training Program, dependent on their graded-criteria performance, as determined by the Field Training Supervisor. (TBP: 3.12d)
4. During the Problem-based Training Program, the new officer shall receive additional training and evaluations in such areas as department policy, procedures, rules, regulations, patrol procedures, first aid, and victim/witness rights, etc., as outlined in the Rosenberg Police Department Problem-based Training Manual.
  - a. The Problem-based Training Program shall identify the tasks most frequently performed by officers and evaluate the new officer's job performance in those dimensions.
  - b. Standardized evaluation techniques designed to measure the new officer's competency in the required skills, knowledge, and abilities shall be used.

- c. New officers will be evaluated daily by their Field Training Officer (FTO) and the evaluation discussed with the new officer. The new officer and FTO will sign the evaluation and it will be forwarded to the Field Training Supervisor for filing. If the new officer disagrees with any comments or ratings, the new officer may note the disagreement on the form and request review by the Field Training Supervisor (FTS). (TBP: 3.15)
  - d. All daily evaluations of the new officer (completed by the FTO) will be reviewed by the Field Training Supervisor. The Field Training Supervisor will conduct his own manager report (phase evaluation), based on the new officer's daily evaluations. The Field Training Supervisor and new officer will sign the manager report and it will be kept with the Field Training Supervisor for filing.
5. The field training period may be extended when the performance of the new officer indicates additional training is needed, as indicated in the FTO evaluations.
  6. New employees shall be informed of the activities and actions involved in the accreditation process as part of their orientation period with the department.
  7. The Field Training Supervisor will maintain communication with the FTO's for the purpose of assisting with training problems and for conducting end of phase evaluations at the termination of each of the five training phases. The Field Training Supervisor will maintain responsibility of the training files containing the FTO evaluations.

#### C. Field Training Officer Selection and Training

1. The Chief of Police or his designee will post the assignment to all eligible officers to submit a letter of interest for the assignment. The Chief or his designee will review prior performance evaluations, activity levels, any complaints and commendations as well as advanced training. The Chief or his designee will interview potential candidates and make a determination based on the best interests of the department. Selection of Field Training Officers will be based on the best officers available for the assignment and those that represent the true mission and values of the department. (TBP: 3.12a)
  - a. The minimum requirements for selection as Field Training Officer are as follows:
    - i. Two (2) years of patrol experience of which one year must be with the Rosenberg Police Department.
    - ii. Intermediate Certificate through TCOLE obtained prior to selection. Consideration can be made to applicants who can

show their ability to possess the certification within the first 6-months if selected as Field Training Officer.

iii. Successful completion of Oral Review Board consisting of FTO Supervisor and at least two (2) Sergeants from the Patrol Division.

2. FTO Training. All officers assigned as FTO's will successfully complete an approved training program that meets TCOLE standards prior to receiving assignment as an FTO within one (1) year of selection. All officers assigned as FTO's will receive FTO orientation training conducted by the Field Training Supervisor. (TBP: 3.13)
3. FTO's' training effectiveness shall be evaluated by their immediate supervisor and Field Training Supervisor.
4. FTO's shall conduct their training and complete all required reports and evaluations as directed in both FTO School and Rosenberg Field Training Overview.
5. New officers and lateral sworn officers shall evaluate each FTO from which they have received training after completion of the FTO program. This shall be accomplished in writing, utilizing the appropriate form.

#### D. Periodic Program Review

1. Annually, the Field Training Supervisor will meet with all Field Training Officers and Divisional Commanders or supervisors to review the conduct of the PTO Program and determine if any changes are required. (TBP: 3.14)
2. A report of the findings of this meeting shall be forwarded to the Chief of Police for any action required.