



# SOUTH MIAMI POLICE DEPARTMENT

<b>GENERAL ORDER NUMBER:</b> 15.4	<b>DATE OF ISSUE:</b> July 31, 2011	<b>EFFECTIVE DATE:</b> August 1, 2014	<b>NUMBER OF PAGES:</b> 05
<b>CFA STANDARD:</b> 10 <b>SUBJECT:</b> <i>Training and Career Development – PPO TRAINING</i>	<b>NEW (X) RESCINDS ( )</b> <b>AMENDS ( ) OTHER ( )</b>	<b>By Order Of:</b>    <b>Rene Landa,</b> <b>CHIEF OF POLICE</b>	

**CFA STANDARDS:** 10.03, 10.07M,

**SECTIONS:**

- 15.4.1      **Entry Level Training Required**
- 15.4.2      **PPO Training Program**
- 15.4.3      **Field Training Program**
- 15.4.4      **Unsatisfactory Performance**

**RESCINDS:** All existing orders in conflict.

**PURPOSE:** To establish departmental policy and provide guidelines for entry level training, PPO training, and for PPO training with a Field Training Officer.

**SCOPE:** All departmental personnel.

**POLICY:** It is the policy of the South Miami Police Department to assure for a professional standard of PPO training to new officers. This will be accomplished by ensuring the PPO has met the Criminal Justice Standards and Training Commission requirements for law enforcement certification and has passed a thorough field training program.

**DEFINITIONS:**

**BLE:** Basic Law Enforcement; (Police Academy).

**CJSTC:** Criminal Justice Standards Training Commission.

**FDLE:** Florida Department of Law Enforcement.

**FTL:** Field Training Supervisor; a UPD Lieutenant.

**FTO:** Field Training Officer.

**FTS:** Field Training Sergeant ; .

**PPO:** Probationary Police Officer.

**UPD:** Uniform Patrol Division.

**PROCEDURE:**

**15.4.1 Entry Level Training Required**

It is the policy of the South Miami Police Department that all Police Officers will attend and successfully complete a basic recruit Training Program (BLE Academy) in accordance with the Florida Department of Law Enforcement prior to being sworn and assigned in any capacity in which the officer is allowed to carry a weapon or make an arrest.

Officers who hold current valid police certification from other states may be required to attend comparative compliance courses as outlined by the CJSTC in order to become certified in the State of Florida.

Newly appointed agency members will receive orientation before completing their field training program in the following areas: [CFA10.03M]

- The agency's role, purpose, goals, policies, and procedures;
- Working conditions and regulations;
- Rights and responsibilities of the member;
- Accreditation Process

**15.4.2 Basic Recruit Training Program**

- A. The curriculum used in the basic recruit training is determined by the CJSTC, and is based on job skills analysis of the most frequent assignments of officers who complete recruit training. This job task analysis is based on a statewide Job and Task Analysis Revalidation, prepared for and distributed by the Florida Department of Law Enforcement (CJSTC), Bureau of Training.
- B. The curriculum is designed to use evaluation techniques, which will measure the recruit's competency in required skills, knowledge and abilities.

### 15.4.3 Field Training Program

The South Miami Police Department employs a formal comprehensive Field Training Program designed to supplement academy instruction, familiarize PPO officers with the nature and scope of their duties, and provide them with work experience in a closely supervised setting.

- A. The Field Training Program for recent BLE graduates lasts a minimum of twelve (12) weeks. The Field Training Program for experienced officers (laterals) lasts a minimum of four (4) weeks. The recent BLE graduates will be rotated on a monthly basis with a different Field Training Officer (FTO) each month, until the PPO officer has had at least three (3) different assignments and FTO's . This requirement may have to vary for reserve officers undergoing a field training program who have limitations on their availability for training or when there are not a sufficient amount of FTO's, but the goal will be to rotate all PPO's among the available shifts and available Field Training Officers to give them as wide a range of training and as varied as possible evaluation of their potential.
- B. A selection process for Field Training Officers is important since personal values, tactics and attitudes of FTO's are often transmitted to inexperienced officers.
  - 1. Potential FTO's must be off probation and have no record of excessive discipline or training problems.
  - 2. Potential FTO's are identified by Patrol Division Sergeants and/or UPD Lieutenants. Once recommended by UPD Sergeants to the UPD Lieutenants, potential FTO's are selected for each training assignment by the UPD Division Lieutenant assigned as Field Training Lieutenant (FTL). [CFA10.07M(a)]
  - 3. FTO's will be certified by a course of instruction recognized by the Florida Criminal Justice Standards and Training Commission (CJSTC).
  - 4. Those officers designated as Field Training Officers will be paid an additional 7% for each hour they actually perform field training duties. The duties and responsibilities of an FTO are outlined in the Field Training Manual.
- C. Following graduation from the Police Academy or hiring as a lateral transfer, and after orientation, PPOs will be assigned to a Field Training Officer (FTO) from the Uniform Patrol Division. It is during this period that the PPO will receive the training they require for fulltime employment. Before they are released from the program they will also receive orientation in the following areas:
  - 1. The department's role, purpose, goals, policies and procedures
  - 2. Working conditions, rules and regulations
  - 3. Rights and responsibilities of employees

4. Accreditation process.

The Field Training Program will be under the supervision of a UPD Sergeant (FTS) and the UPD Lieutenant, who is designated Field Training Lieutenant (FTL).[CFA10.07M(C)] The organization, administration, and training requirements of the Field Training Program are further delineated in the **Field Training Manual**. Topics addressed in this manual include but are not limited to:

1. The duration of PPO field training;
  2. The supervision of the Field Training Program and the FTO's;
  3. Rotation of PPO field assignments;
  4. PPO evaluation procedures;
  5. FTO reporting responsibilities.
- D. Liaison with academy staff is necessary in order to keep Field Training Officers aware of what skills and subjects have been taught, and what roles the FTO's are to assume. As described in GO# 15.2.3(B), liaison with academy staff is primarily the responsibility of the Training Unit supervisor. Under special circumstances, the UPD Lieutenant (FTL) may maintain a liaison with the academy for current field training topics, updates, etc.
- E. All FTO's will complete a mandatory state approved Field Training Officer course upon being selected for the position. [CFA10.07M(b)] Periodic in-service training is also provided to Field Training Officers (as needed) to prepare them for and keep them current with their assigned responsibilities.
- F. PPOs participating in the Field Training Program will rotate field assignments in accordance with the guidelines set forth in the Field Training Manual whenever possible.
- G. Field Training Officers are responsible for evaluations of their assigned PPOs. Guidelines for evaluation forms (i.e. Weekly Evaluation Report, Monthly Evaluation Report, Driving Evaluation, etc.) are covered in the Field Training Manual. [CFA110.07M(d)]
- H. Field Training Officer reporting responsibilities include the following:[CFA10.07M (e)]
1. A Weekly Evaluation will be completed at the end of each week and discussed with the PPO officer.
  2. These reports, along with daily worksheets and/or examples of recent reports written, will be turned over to the Field Training Sergeant on a weekly basis for review and discussion.

- I. FTO paperwork is forwarded to the UPD lieutenant (FTL) via the Field Training Sergeant (FTS)

#### **15.4.4 Unsatisfactory Performance**

GO # 17.1.10 states that employees will be given an opportunity to make comments regarding the evaluation and their job performance, including their concurrence or disagreement with the evaluation. GO # 17.1.11 states that the employee will receive a copy. GO # 17.1.12 describes the appeal process, and states that an employee has the right to disagree with an evaluation report, and the rater should not view disagreement negatively.