

TITLE: FIELD TRAINING AND EVALUATION PROGRAM

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PURPOSE

The purpose of this directive is to establish guidelines for the operation of a Field Training and Evaluation Program (FTEP) within the Department

DISCUSSION

Recruit Officers should be provided with some form of initial training to easily and efficiently assimilate them into the Department. The new-hire should also be provided with the training necessary to enable them to perform at a minimum level of job competency.

To perform this task, there must be a system that can organize, administer and evaluate the training of these recruits.

Officers who transfer between divisions should also be trained in the new position. Provisions should be made to train these individuals.

The ultimate goal for field training is to expose the trainee to as many varied situations as possible in the shortest period of time under controlled circumstances.

POLICY

It shall be the policy of the Department to establish and maintain a field-training program, which shall provide all new officers with a minimum of sixteen (16) weeks of post academy training, which includes training in the Department's rules, regulations and policies regardless of their future assignment.

PROCEDURES

RESPONSIBILITIES

97.4.01 Field Training Officers shall be under the supervision of the Training Sergeant for matters relating to the Field Training and Evaluation Program.

97.1.02 The training Sergeant shall maintain a close Liaison with the Department of Public Safety Academy staff while overseeing the field training and evaluation program in order to ensure training compatibility.

97.4.03 All new-hire Officers will complete designated field training as applicable to their assignments. This training will be organized, administered and evaluated by the Training and Recruiting Unit.

97.4.04 The curriculum shall be based upon the most recent Job Task Analysis of the most frequent assignments and associated duties of the Police Officer. Evaluation techniques will be designed to measure competency based upon the skills, knowledge, and abilities as identified in the Officer Job Task Analysis.

PHASE ONE TRAINING (ACADEMIC)

97.4.05 Phase one is an academic program administered by the New Mexico Department of Public Safety Law Enforcement Academy and includes in-residence instruction in basic law enforcement topics.

97.4.06 All new Officers, regardless of assignment, will complete this training phase.

97.4.07 The curriculum for all basic recruit classes is governed by New Mexico Law Enforcement Academy Board Standards, which are reviewed on an annual basis. The current length of the NMLEA Recruit/Basic Training course is 800 hours.

97.4.08 Certification of the Recruit Officer will be in accordance with the Standards set forth by the NMLEA Board.

97.4.09 Trainees who fail to perform at an acceptable level during Phase One training may be either retrained or terminated, as directed by the Chief of Police, with recommendations of the Training and Recruiting Unit Commander.

97.4.10 Upon successful completion of Phase One training, the trainee may enter Phase Two training.

**PHASE TWO
(FIELD TRAINING OFFICER PROGRAM)**

97.4.11 Phase two contains the following four stages:

FIELD STAGE A – PRIMARY FTO

The trainee is assigned to a “Primary FTO” for 4 weeks. The first week of which will be “Limbo Week”, during which time the trainee will only observe his/her FTO. Daily Observation Reports (DOR’S) will be filled out, however, the trainee’s performance will not be evaluated by the FTO during Limbo Week.

FIELD STAGE B - SECOND FTO

The trainee is assigned to a second FTO for four weeks. DORs and performance evaluations will be completed daily/weekly.

FIELD STAGE C – THIRD FTO

The trainee is assigned to a third FTO for four weeks. DORs and performance evaluations will be completed daily/weekly.

FIELD STAGE D – RETURN TO PRIMARY FTO

The trainee is re-assigned to the Primary FTO for a final observation period of two weeks. During this time the trainee will handle all aspects of patrol work and the FTO will be present to observe the trainee and render assistance and direction as needed. DORs and evaluations will be conducted daily/weekly

END OF PHASE TEST

- A. The trainee will report to the Training Officer on the final Friday of the 14th week for his/her end of phase test.
- B. Upon successful completion of the end of phase test, and review of the completed DORs and Rookie Book, a recommendation for placement on a team may be made by the Training Officer.
- C. The District Commanders will place the newly certified officers on a Patrol Team that best meets manpower considerations.

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APPROVED: 
BEVERLY K. LENNEN
Chief of Police

DATE: 07-23-04