

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>TRA-009</b>
	Subject <b>Field Training Program</b>	
	Special Instructions Replaces TRA-009 dated January 1, 2012	Effective Date <b>January 15, 2015</b>

## **I. PURPOSE**

Establish guidelines for selecting, training, and supervising field training officer coordinators (FTOC) and field training officers (FTO) and establishes guidelines for training, evaluating, testing, and reporting the performance of probationary officers (PO) in the Field Training Program.

## **II. POLICY**

District commanders shall be responsible for the supervision of FTOCs, FTOs and the training of POs. Area commanders, district commanders, FTOCs, and FTOs shall ensure that all training is completed and all reports are properly submitted. POs who fail to or who are unable to complete all requirements of the Field Training Program shall be terminated from employment with the Department.

## **III. PROCEDURE**

### **A. Field Training Officers (Selection of)**

FTO candidates shall:

1. Be chosen by the district commander based on skills, knowledge, abilities, and total job performance;
2. Have completed the probationary year;
3. Have a Baseline Performance or higher rating in all categories on their most recent performance evaluation;
4. Have good writing skills;
5. Be able to accurately assess the performance of POs; and
6. Complete an FTO school sponsored, approved, and/or conducted by the Training Section before serving as an FTO.

### **B. Field Training Officer Coordinators (Selection of)**

FTOCs shall:

1. Hold the rank of sergeant or above;
2. Be selected by the district commander;
3. Have received a Baseline Performance or higher rating in all categories on their most recent performance evaluation;
4. Have good writing skills;

5. Be able to accurately assess the performance of FTOs and POs; and
6. Complete training regarding the management of the Field Training Program.

**C. Supervision of FTOCs and FTOs.**

1. FTOCs shall be supervised by the district commander or designee.
2. FTOs shall be supervised by the FTOC under the direction of the district commander.
3. The district commander shall ensure the FTOCs and FTOs fulfill the job responsibilities of training and evaluating a PO and properly submit all required reports.

**D. Training of Probationary Officers**

1. District commanders shall ensure the FTOCs and FTOs fulfill the job responsibilities of training and evaluating probationary officers and properly submit all required reports;
2. PO status shall apply to officers graduating the Indiana State Police Academy.
3. The Field Training Program shall be conducted in accordance with all Department regulations, rules, standard operating procedures, and the standards set forth in the Department's Field Training Manual.

**E. Recognition medals.**

1. A recognition medal for FTOC or FTO may be worn on the duty uniform in accordance with guidelines established in ENF-021.
2. The appropriate medal may be requisitioned from the Quartermaster Section of Field Support Services by the officer's commander or by the administrator of a Field Training Officer course. The issuance of the medal shall be recorded on the officer's property card.
3. Personnel voluntarily leaving the FTO Program after completing five (5) years of service (either as an FTO, FTOC, or a combination thereof) may retain their recognition medal and continue to wear it on their uniform.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.