

STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

FTO PROGRAM DETAIL

City of Miami



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City Manager

FIELD OPERATIONS DIVISION

PATROL DISTRICTS


STANDARD OPERATING PROCEDURES

S.O.P. 3-4

SUBJECT: **FIELD TRAINING PROGRAMS**

PURPOSE: To provide a guideline and format for Field Training Program instructors to ensure standardized training and documentation.

SCOPE: To provide procedures and directions which detail the responsibilities and coordination of the Field Training Program.



Manuel A Morales
Assistant Chief of Police
Field Operations Division

March 31, 2019

Effective Date



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I. Field Training Programs:

- A. The Field Training programs will consist of the following:
 - 1. Field Training Officer Program (FTO)
 - 2. Roll Call Training
- B. The Field Training Commander (FTC) is responsible for the development, implementation and ongoing evaluation of administrative, operational and control procedures that facilitate compliance with departmental policy.

II. Field Training Officers Responsibilities:

- A. FTOs are to conduct roll call training on a weekly basis. These weekly training sessions will assist in the dissemination of departmental policy changes and/or act as refresher to current policy directives.
- B. The Field Training Sergeant (FTS) shall coordinate training through the FTO Program to provide Roll Call training to keep members informed between formal training sessions.
- C. Field Training Sergeants and Field Training Lieutenants are responsible for planning and organizing Roll Call training to meet the needs of departmental personnel. Sergeants will maintain contact with the Training Unit to ensure the most current information and techniques are being utilized.
 - 1. Lectures, videotapes, demonstrations, or other means may be used in Roll Call training.
 - 2. Certified instructors or supervisory personnel may provide training of a specialized nature.

III. Roll Call training may consist of:

- A. Reading and discussing Training, Legal, Special, and Official Bulletins.
- B. Information regarding crime problems occurring within the NET areas.
- C. Reviewing new and revised Departmental Orders and Standard Operating Procedures.
- D. Potential and actual police hazards.
- E. Watch orders, traffic conditions.

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- F. BOLO on wanted persons, stolen vehicles, major investigations.
- G. Discussion and review of legal bulletins, new laws and ordinances.
- H. Recent State and Supreme Court decisions.
- I. New developments, methods and techniques in law enforcement.
- J. Information regarding relevant community-based initiatives, if any.
- K. Line inspections to evaluate officer's readiness to assume duty.
- L. Subjects of department wide concern.

IV. Field Training Officers Program:

- A. The Field Training Program Commander (FTC) or designee will publish FTO/FTS position openings in the Official Bulletin; however, this can be waived based on departmental needs and at the discretion of the FTC through the Field Operations Division Chief.
- B. Candidates who meet the requirements may be required to an FTO/FTS application.
- C. I.A. profile and I (Illness) profile will be reviewed.
- D. The candidates may be required to submit to an oral interview.

V. Field Training Officer Requirements:

- A. FTO candidates must have a minimum of two years patrol experience.
- B. The two-year minimum can be waived at the FTC's discretion.
- C. Lateral officers with one (1) year of previous patrol experience from another agency (and/or past FTO experience from another agency) may be qualified at the Program Commander's discretion.
- D. Officers assigned to Beats do not qualify for the FTO program due to the limited patrol restrictions of Beat assignments; however, this can be waived based on departmental needs and at the discretion of the Field Operations Division Chief.

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- E. FTO/FTS candidates must have above average attendance records.
- F. FTO/FTS candidates must not have two missed court dates in the past 12 months, resulting in disciplinary action.
- G. FTO/FTS candidates must not have two missed special event drafts that resulted in disciplinary action.
- H. FTO/FTS candidates must not have two preventable accidents in a calendar year.
- I. FTO/FTS candidates must have above average Internal Affairs records.
- J. Candidates must have no more than two minor complaints during the previous two years.
- K. Candidates must have at least six months of satisfactory performance in patrol immediately prior to eligibility.
- L. The previous two-yearly evaluations must be satisfactory or above in all categories.
- M. FTO/FTS's will be evaluated annually on their performance and job skill.
- N. FTO/FTS/FTL's will obtain certification based on the Florida Department of Law Enforcement (FDLE) requirements for Field Training Officer Course for Law Enforcement Officers (40 Hours).
- O. FTO/FTS/FTL are required to have a refresher in-service training course annually (MAT Training or any other training beneficial to a PPO can satisfy this standard and are to be determined by the FTC).
 - 1. The training can consist of updates and
 - 2. Participation in the Scenario Based Training

VI. Probationary Police Officer (PPO) Requirements during Field Training

- A. Probationary Police Officers will be required to complete the following assignments satisfactorily prior to being released from the Field Training Program:
 - 1. Phase I (Rotation 1 or R1) Riding Assignment
 - 2. Phase II (Rotation 2 or R2) Riding Assignment
 - 3. Phase III (Rotation 3 or R3) Riding Assignment

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4. Phase IV (Rotation 4 or R4) Riding Assignment
 - a. PPO shall return to Phase I FTO except in extenuating circumstances
 5. SOLO – I
 6. SOLO – II
- B. During Phase I-IV the PPO's will be evaluated on a weekly basis via the current electronic evaluations program.
1. See Miami Police Department's (MPD) Standardized Evaluation Guidelines for anchored description rankings (Located on the MPD Intranet site)
 2. When a PPO falls below performance guidelines and it is anticipated that the PPO may be extended, the FTO shall after discussing with their respective FTS, FTL, and the FTC complete Daily Observation Reports (DOR) detailing the PPO's performance to ensure development.
- C. **When a PPO falls below a satisfactory rating he/she may be extended for up to three additional months with approval by the Program Coordinator and the Field Operations Division Chief of Police.**
- D. Probationary Police Officers who are extended will be monitored and evaluated by the FTS/FTL.
1. For month extensions the PPO will be categorized by the extended phase preceded by the extension number... for example; if a PPO is extended on Phase I the following extension rotation will be Phase I extended or 1R1. Should the PPO be extended again on Rotation 1 the next label would be 1R2 and so forth.
 2. The Field Training Officer will complete Daily Observation Reports (DOR) and a Weekly Observation Report (WOR) for extensions.
 3. Officers who are extended will be monitored and evaluated by the FTS/FTL. The officer will be assigned to two different FTOs and then returned on the third month to the FTO who documented the unsatisfactory dimensions.
- E. All Officers on the Field Training Program will be assigned to all three shifts and all three districts during their riding assignment whenever feasible and at the discretion of the program coordinator.