

	Houston Independent School District Police Department Directives		DIRECTIVE: 420-021
			EFFECTIVE DATE: February 1, 2016
	SUBJECT: Field Training Officer Program (Classified and Dispatch)		REVISED DATE: January 18, 2022

PURPOSE

This document aims to identify and explain the components of the Houston Independent School District Police Department Field Training Officer (FTO).

The FTO provides a learning experience for trainees that will prepare them to work in the multi-tasking environment found in law enforcement. Furthermore, this document will ensure that the FTO has a stable foundation and remains consistent under different and multiple supervisors. This directive applies to all Houston Independent School District Police Department newly hired sworn personnel.

POLICY

It is the policy of the HISD police department that all employees receive training that is mandated by the state and adequate additional instruction in all areas required for the proper performance of specific tasks that are assigned to the department's officers.

Officers receive their basic peace officer training in an academy setting or from another law enforcement agency in Texas. While this training is essential to making 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 field training program. Experienced officers trained as field training officers (FTO) instruct new officers to ensure that our officers are trained and capable of performing their duties.

PROGRAM MANAGEMENT

The Training Division Sergeant shall directly supervise field Training Officers. The Chief of Police or designee will have overall authority regarding issues and matters concerning training components of the department.

Field Training Coordinator

The Training Sergeant serves as the Field Training Coordinator for classified and dispatch personnel. The Training Sergeant will be directly for all assignments, materials, aids, and assets used for the program. The Field Training Coordinator will have the following responsibilities:

- a) Chairs Field Training Officer selection board.
- b) Ensures the security of FTO training records
- c) Maintains the Field Training Manuals for sworn personnel.
- d) Ensures completion of Board of Evaluators documentation.

- e) Coordinates and plans all training for Field Training Officers.
- f) Provides administrative support to the Field Training personnel.
- g) Observe the Field Training Officers and trainees in field situations.
- h) Become familiar with and gain a working knowledge of all aspects of the program.
- i) Schedules performance assessment meetings and ensures the documentation of all meetings.
- j) Ensures that daily observation reports by Field Training Officers on trainees are submitted each week.
- k) Schedules Field Training Officers and trainee assignments and ensures the Police Training Officer for all training phases is assigned to different shifts and assignments (i.e., campus and patrol).

FIELD TRAINING PROGRAM

The authority and responsibility for the initial field training of sworn officers shall be vested in the supervisor of the field training program of the HISD police department.

During the field training program, the new officer shall receive additional training and evaluations in such areas as department policy, procedures, rules, regulations, patrol procedures, first aid, victim/witness rights, etc., as outlined in the HISD Police Department Field Training Manual.

The field training program shall identify the most frequently performed tasks and evaluate the new officer's job performance in those dimensions.

Standardized evaluation techniques designed to measure the new officer's competency in the required skills, knowledge, and abilities shall be used. New officers will be evaluated daily by their field training officer, and the evaluation discussed with the new officer. The new officer and the FTO will sign the evaluation and 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.

The field training period may be extended when the performance of the new officer indicates additional training is needed, which would be indicated in the FTO evaluations. New employees shall be informed of the activities and actions involved in the HISD Field Training Officer Program process as part of their orientation period with the department.

The field training supervisor will communicate with the FTOs to assist with training problems and conduct end-of-phase evaluations at the end of each training phase. The field training supervisor will maintain responsibility for the training files that contain the FTO evaluations in a manner consistent with the records retention schedule. Upon conclusion of the FTO training process, these records will be maintained in the employee's personnel files.

CLASSIFIED FIELD TRAINING PROGRAM REQUIREMENTS

The HISD Police Department employs officers from various stages of their careers. The stages are:

- a) Probationary Officers with No Prior Experience
- b) Probationary Officer with Prior Law Enforcement Experience (Non-HISD)
- c) Probationary Officer with Prior HISD Experience (The length of the training program depends on the length of time the PPO has been employed with the HISD Police Department)

Newly hired officers must complete the field training program prior to being released from the program. The PPO's experience will dictate the length of the FTO phase.

PPO with No Prior Experience

Phase 1 Campus 2 weeks	Phase 2 Ghost Campus 2 weeks	Phase 3 Remedial Campus/Patrol *** 2 weeks
Patrol Days: 2 weeks Evenings: 2 weeks Nights: 2 weeks	Patrol Days: 1 week Evenings: 1 week	Campus/Patrol Ghost 1 week*** *** Dependent on which category they fail
Total weeks without remedial: 12 Total weeks with remedial: 15		

PPO with Prior Law Enforcement Experience

Phase 1 Campus 2 weeks	Phase 2 Ghost Campus 1 week	Phase 3 Remedial Campus/Patrol *** 1 week
Patrol Days: 2 weeks Evenings: 2 weeks	Patrol Days: 1 week	Campus/Patrol Ghost 1 week*** *** Dependent on which category they fail
Total weeks without remedial: 8 Total weeks with remedial: 10		

PPO with Prior HISD PD Experience (if gone one year or less)

No FTO program needs.

PPO with Prior HISD Experience (If gone more than one to five years)

If gone more than five years, this PPO will fall into the second category.

Phase 1 Campus 1 week	Phase 2 Ghost Campus 1 week	Phase 3 Remedial Campus/Patrol *** 1 week
Patrol Days: 1 week	Patrol Days: 1 week	Campus/Patrol Ghost 1 week*** *** Dependent on which category they fail

DISPATCH FIELD TRAINING PROGRAM REQUIREMENTS

The Dispatch FTO Program is similar to that of the classified FTO program, except that experience does not shorten or lengthen the time in the FTO program. A dispatch FTO program is unique because there are many different CAD systems in the market, and each system requires specific training on the manufacturer's CAD requirements. Newly hired dispatchers must complete the field training program prior to being released to field duty.

All other requirements in the classified FTO program apply to dispatchers.

The Dispatch FTO Program is as follows:

- Phase 1: One-week orientation on departmental and district policies and procedures.
- Phase 2: Three weeks on day shift.
- Phase 3: Three weeks on evening shift.
- Phase 4: Three weeks on night shift.
- Phase 5: Ghost Phase is one week on day shift.
- Phase 6: Phase six is a one-week remedial phase in which the dispatch trainee will cover areas deficient.
- Phase 7: The trainee will do another week of Ghost phase on day shift.

If the trainee successfully passes Phase 5, no additional training is needed.

Field Training Officer Selection and Training

The Chief of Police will solicit recommendations from departmental supervisors. The Chief will review prior performance evaluations, activity levels, complaints, commendations, advanced training, and teaching abilities. The Chief will interview potential candidates and make a determination based on the department's best interests. The selection of field training officers will be based on the department's needs.

FTO's will successfully complete an approved training program that meets TCOLE standards prior to receiving an FTO assignment. All officers assigned as FTO's will receive FTO orientation training conducted by the field training supervisor.

The training effectiveness of the FTO's shall be evaluated by their immediate supervisor and field training supervisor. FTO's shall conduct their training, make required reports, and recruit evaluations as outlined in the Field Training Manual. New officers shall evaluate each FTO from which they have received training after completing each phase in the FTO program. As outlined in the FTO Manual, this shall be accomplished in writing utilizing the appropriate form.

Field Training Officers will:

- a) Complete and submits a daily observation report evaluating the trainee's performance and discuss the report with the trainee.
- b) Instructs trainees assigned to them from the trainee manual in specific topics listed, enters the date training occurred, and then enters their initials next to the topic.
- c) Attends performance assessment meetings.
- d) Recommends remedial training as needed.

Attendance is mandatory during training. Limited personal time off allowed while assigned a trainee upon supervisory approval.

BOARD OF EVALUATORS

The Board of Evaluators (BOE) is an important part of the checks and balances of the Field Training Program. The BOE consists of the Training Coordinator and Field Training Officer(s). The board shall convene upon completion of the Ghost/Evaluation Phase. This evaluation will address whether the trainee possesses the knowledge, skills, and abilities to perform the duties of a police officer. A summary report will be submitted to the Training Sergeant and the Chief of Police or designee. Members of the Board of Evaluators will:

- a) Review the performance of each trainee in the program.
- b) Evaluate each trainee's performance by reviewing documents and interviewing the trainee and training staff.
- c) Provide a written report indicating the trainee's Probationary status.
- d) Recommend continuance of training if the trainee has demonstrated a substantial, measurable improvement from orientation.
- e) Recommend remedial training if the trainee has not demonstrated a substantial, measurable improvement from orientation, and remedial training is needed to address the specific problems exhibited by the trainee.

PERIODIC PROGRAM REVIEW

Each February and August, the field training supervisor will meet with all field training officers to review the conduct of the FTO program and determine if any changes are

required. A report of the findings of this meeting shall be forwarded to the Chief of Police for any action required.

Approved By



Pedro Lopez Jr., Chief of Police