

FIELD TRAINING MANUAL



FOR
RECRUIT POLICE OFFICERS

PEACE OFFICERS STANDARDS AND TRAINING FIELD TRAINING MANUAL FOR LAW ENFORCEMENT RECRUITS

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FORMS

RETURN ONLY THIS FORM TO POST

POST IV-2 Field Training Record Form.

Maintain the following forms on file at the officer's

Department Field Training Officer Instruction Guide (POST IV-1)

Sample of Field Training Officer Weekly Progress Report (POST IV-3)

Sample of Field Training Officer Evaluation Report (POST IV-4)

This manual is the property of the Peace Officer Standards and Training Council. It has been issued to:

Name of Department

for the purpose of training _____
Recruit's Name/Social Security Number

Upon completion of the Field Training Program, return **ONLY** completed POST form IV- 2 to the POST Council. Included in this manual are actual forms POST IV-1, as well as sample forms POST IV-3 and POST IV-4, these forms are to be maintain in the officer's file at their department.

DATE RECRUIT HIRED: _____

BASIC RECRUIT TRAINING: _____
Date Place Class No.

FIELD TRAINING COMPLETED: _____
Date

NOTE: Only the Field Training Record Form (POST IV-2) must be forwarded to the Peace Officer Standards and Training Council, 700 S. Stratford Dr., Meridian, ID 83642, upon completion to receive 40 hours training credit toward certification.

Field Training Procedures for Police Recruits

I What is Field Training?

Field Training is a process by which an individual recruit receives formal instruction on the job for special and defined purposes. As part of the recruit training process, a trainee will be assigned to a Field Training Officer (coach) who is a police officer especially prepared for this type of training. The recruit will have various police duties and procedures explained and demonstrated to him. As often as practical, the recruit will be required to perform the tasks.

The Field Training is designed to cover a minimum of 40 hours of supervised training. It is recommended, however, to utilize as much time as needed to be assured of adequately covering all the material sufficiently. Upon satisfactory completion of the program and submission of this manual properly completed, forty (40) hours certified training credit will be granted the trainee.

II Purpose of Field Training

The specialized nature of police work is widely recognized. Formal classroom training and limited demonstration cannot teach the recruit all he needs to know. Therefore, the recruit needs on-the-job training which is the purpose of field training.

This field training phase is intended to give the new recruit instruction, direction, supervision, guidance, and experience so that he may develop good judgement, efficiency, and good habits of conduct and appearance. Field Training will serve as an evaluation of both the recruit and the curriculum of the training school. The field training period also serves to aid in determining if the recruit meets all the requirements to become a permanent member of the force.

III Important Factors in the Field Training Program

The trainee may have completed the Basic Recruit School prior to his assignment to a field training program. This classroom instruction should be devoted to basic orientation, laws of arrest, use of firearms, firearms training on the range, and other procedures which should not be postponed. This gives the recruit the basic knowledge and skills needed to operate in the field with a Field Training Officer. For a recruit to obtain the utmost benefits from the classroom instruction, a week, or even two weeks of orientation in his own department is recommended so that he can better apply his classroom training.

As part of the instructional process, it is necessary that Field Training be conducted in a manner designed to develop the technically skilled and professionally oriented officer. Success of the Field Training program requires the following:

1. Field Training Officers be carefully chosen from the most skilled and effective officers on the force.
2. F.T.O.'s must possess the ability to communicate their knowledge and skills to the recruit officer.
3. F.T.O.'s must reflect the higher levels of personal integrity, character and maturity. The use of lazy or unmotivated officers must be avoided.
4. Primary training, defining the F.T.O.'s duties, responsibilities, and authority must be provided.
5. In-service training for F.T.O.'s covering the latest police techniques, departmental policies, and field training concepts must be provided. Regularly scheduled in-service training will also serve to standardize grading and other program mechanics as well as to provide a continuing evaluation of recruit development and of the program.

IV Responsibility of the Unit Commander*

When a recruit is assigned to unit for training, the Unit Commander will be responsible for the following:

1. Introduction of the recruit to as many personnel as possible.
2. Familiarization of the recruit with basic operations of the unit. This should be done by the watch-listen-learn method and by actual performance of duties.
3. Assignment of the recruit together with his appointed F.T.O. to a sector or beat which will provide the recruit fullest opportunity for orientation during the on-the-job Field Training period. The recruit shall be assigned to one F.T.O. at a time. It may be beneficial to the recruit to be assigned to more than one F.T.O. before completions of the Field Training period so that he can see different personalities in operation and different methods used.
4. Each week the Unit Commander should discuss with the F.T.O. the progress of the recruit in his Field Training Program.
5. The Unit Commander should personally consult with the recruit and the F.T.O. when the F.T.O. believes that recruit will not develop into a successful police officer. If the Unit Commander, after consultation, is of the opinion that the recruit is not likely to become a successful police officer, he should immediately make his opinions and recommendations known to the proper authority.
6. The Unit Commander will submit the completed F.T.O. Weekly Progress Report, Evaluation Report, Instruction Guide and the Training Record form to the department head or to the proper authority for transmittal to the department head.

* UNIT COMMANDER can be a shift commander, division head, shift sergeant, or anyone who has responsibility of supervising the Field Training Officer.

V Responsibility of the Field Training Officer

The Field Training officer should have complete responsibility of the recruit during the Field Training assignment. The recruit should always work with the assigned F.T.O. and should have the same days off and the same work schedule whenever this is practical.

The F.T.O. will insure that the recruit is familiar with the complete operations of headquarters, including the communications operation, records facility, detective and juvenile offices, etc.

Using the F.T.O. Instruction Guide (POST IV-1), the F.T.O. shall:

1. Explain operational procedures and existing policy on all activity encountered during the Field Training period.
2. Acquaint the recruit with the entire district, including the shortest routes to various points in the area, He shall make the recruit aware of the location of all public buildings in the district, of potential trouble spots, of areas subject to higher criminal activity, the physical hazards that exist which would tend to give cover to criminal operations, and any other information which would assist the recruit in efficient patrol operations.
3. Encourage the recruit to look for violations of the law, estimated speeds of vehicles, study descriptive data on the various makes and models of automobiles, and so on.
4. Demonstrate the fundamental procedures in the operation of police vehicles. The recruit shall be required to demonstrate his ability to operate a police vehicle within the first two-week period.
5. Direct, guide, explain, and demonstrate the fundamentals of police work until he is satisfied the recruit completely understands how and why duties are performed in a certain manner. He should stress police ethics; public, human, and community relations.
6. Examine the recruit by questioning him on patrol operations and his knowledge of all the other procedures relating to the job. This questioning should be constant throughout the Field Training period.
7. Allow the recruit to perform such tasks as he feels the recruit is competent and ready to assume.
8. Place his initials and the date in the proper column in the Instruction Guide when he has explained and demonstrated the listed tasks. He shall see that the recruit places his own initials in the proper column when the recruit satisfactorily

performs or practices the listed task. When the recruit initials the performance practice column the F.T.O. should insert date or see that the recruit does so.

During the Field Training period, the F.T.O. will be observing and evaluating the recruit's performance. A meaningful evaluation is possible only if the F.T.O. affords the recruit the fullest opportunity to learn. It should be the aim of every F.T.O. to start the recruit on the way to becoming the best police officer in the organization.

If at any time during the Field Training period the F.T.O. is of the opinion that the recruit will not develop into a successful police officer, the F.T.O. shall notify his Unit Commander.

VI Description of Field Training Forms and Their Use

1. Field Training Officer Instruction Guide (POST IV-1)

To assist and formalize the field training program the "Field Training Guide" has been developed, which contains an extensive listing of duties and procedures. This by no means is an exhaustive list nor is it intended to limit the Field Training Officer's training subject material.

The F.T.O. should allow sufficient time for explaining each listed situation. He should explain and demonstrate (if appropriate) the situation or task before requiring the recruit to perform or practice the task, if performance is necessary to gain knowledge or skill. Many of the procedures will not require performance, only understanding, by the recruit. When such a situation exists, the F.T.O. should write *N/A* (not appropriate) in the spaces provided for demonstration and practice. If a listed task or procedure does not apply to your particular department write *N/A* in all three spaces.

The Field Training Officer Instruction Guide is to be brought up to date at the end of each day's training.

2. Field Training Record (POST IV-2)

This record will enable the department to quickly determine who the Field Training Officers were in the case of each recruit, what assignments were completed, name of supervisor accepting the record of completion, a record of the recruit signing and attesting that he has been instructed in all the items listed in the F.T.O. Instruction Guide, and finally, a record for the department head attesting that the recruit has satisfactorily completed the Field Training program.

It is recommended that a copy of this record be retained in the recruit's personnel file within his own department.

3. Field Training Officer Weekly Report (POST IV-3)

To be executed by the F.T.O. (coach) at the completion of each week. The F.T.O. should consult with the appropriate official to determine what an acceptable norm or average would be in the seven areas to be evaluated. The F.T.O. should be demanding but fair in the "general progress to date" section. His comments should be specific and should contain

recommendations as to how the recruit can improve any unsatisfactory ratings. The Weekly Progress Report shall be forwarded to the Unit Commander after completion.

4. Field Training Officer Evaluation Report (POST IV-4)

To be executed by each F.T.O. who has been assigned to the recruit at the completion of the Field Training program. The comments should be specific in each of the nine areas to be evaluated. The written summary portion of the evaluation should contain an overview of the entire period of time covered by the report. It should cover the particular points used to justify the Field Training Officer's recommendations to release the recruit to regular assignments or not, as the case may be. To be forwarded to the Unit Commander upon completion.

VII Disposition of Completed Forms

Completed Field Training Manual Instruction Guide (POST IV-1), F.T.O. Weekly Progress Reports (POST IV-3), and the Evaluations Reports (POST IV-4) should be maintained in the recruit's personnel file within his own department. **THE FIELD TRAINING RECORD (POST IV-2) MUST BE FORWARDED TO THE PEACE OFFICER STANDARDS & TRAINING ACADEMY UPON COMPLETION.** This is necessary as successful completion of this program is one of the minimum training requirements to be met for certification.

POST M-1
FIELD TRAINING OFFICER INSTRUCTION GUIDE

Last	First (Recruit's Name)	Middle	F.T.O. INITIAL & DATES		
			Explained	Demonstrated	Practiced
I. PERSONAL ITEMS					
1. Policy and the public					
a. Do not congregate or loiter at crime scenes, coffee shops, stores, etc.					
b. Contact with women					
c. Driving habits					
d. Full uniform correctly worn					
2. Command presence and courtesy					
3. Use of precaution, prepared for anything					
4. Personal conduct					
a. Smoking in public					
b. Offensive mannerisms and gestures					
c. Voice and word usage					
5. Acceptance of gratuities and rewards (departmental policies)					
6. Rapport with fellow officers and supervisors					
II. PREPARATION FOR PATROL					
1. Personal appearance and hygiene					
2. Uniform and equipment check and maintenance					
3. Locker					
4. Information necessary for patrol					
5. Roll-call procedures					
6. Patrol vehicle and equipment inspection					
7. Servicing the police vehicle					
III. ARREST PROCEDURES					
1. When to effect an arrest (search and seizure, constitutional rights)					
2. How to effect an arrest					
a. Difference between felony and misdemeanor					
b. Using force					
c. Use of baton, chemical agents and handcuffs					

F.T.O. INITIAL & DATES

	Explained	Demonstrated	Practiced
d. Department policy relative to placing microphone in a position that is readily available when out of car			
e. Be conscious of status of other cars. If another officer has something important happening, do not use radio except in emergencies			
f. Keep dispatcher informed of your status			
2. Learn radio code, phonetic alphabet and unit identification			
a. Indicate the most used and important code numbers			
b. The training officer should give test when he feels the recruit knows the radio codes			
3. Each recruit shall be taken into the communications center for at least a 30-minute period. This should be with the approval of the shift commander. The following should be noted:			
a. Recruit should be shown how complaint dispatch cards are prepared and handled			
b. Shown the multiple responsibilities required of the communication section			
1. Answering phone			
2. Police radio			
3. Point-to-point radio			
4. Alarm set-up			
c. Explain teletype machine and general procedures			
d. Explain usage of the following: (if appropriate to your department)			
1. "Hot Car" file			
2. Emergency business data file			
3. Wanted persons file			
4. Teletype file			
5. Stolen property file			
6. "Status Board" and how it assists dispatchers in controlling police mobile units			
V. GENERAL OPERATING PROCEDURES			
1. Use of officer's notebook			
2. Field interrogation			
3. Questioning witnesses			

F.T.O. INITIAL & DATES

	Explained	Demonstrated	Practiced
4. Statement-taking			
5. Obtaining description of property			
6. Obtaining description of persons			
7. Report-writing			
8. Protecting a crime scene			
9. Handling evidence			
10. Using first aid			
11. Obtaining ambulance, tow trucks, fire apparatus			
12. Taking a dying declaration			
13. Checking permits and licenses, buildings, liquor establishments etc., as per department policy			
VI. OFFICER'S RESPONSIBILITIES			
1. Purpose of patrol and general police responsibilities			
2. Responsibility for crime, traffic and vice conditions on beat			
4. Types of patrol			
5. One-man patrol operations			
6. Patrol methods and techniques (day, evening and night shifts)			
7. Knowledge of beat; geography, persons, property, places and situations			
8. Observation and perception on patrol			
9. Developing contacts			
10. Follow-up instructions given by beat officer			
11. Officer's position in civil matters			
12. Relations with the public; prejudices, attitudes, etc.			
13. Relations with immediate supervisor			
14. Relations with command personnel			
15. Relations with investigative personnel			
16. Relations with other governmental agencies			
17. Pitfalls to be avoided (DON'T BE COMPROMISED)			
18. Requests for assistance			
19. Duties in emergency situations			
20. Duties in doubtful cases, consult superior officer			
21. Knowledge of year, makes and models of automobiles			

F.T.O. INITIAL & DATES

	Explained	Demonstrated	Practiced
VII. DRIVING TECHNIQUES			
1. Proper driving habits			
a. Public opinion regarding disobeying traffic laws			
b. Defensive driving			
c. Driving in inclement weather			
d. Proper parking			
2. Downtown congestion and residential driving techniques			
3. Answering routine, non-emergency calls			
4. Identification and apprehension of traffic violators			
a. Stopping violators so not to impede other traffic			
b. Use of blue light, siren and spotlight			
(1) Daylight			
(2) Darkness			
c. Positioning patrol car in relation to violator			
5. Stopping wanted or stolen vehicles			
a. Obtain assistance and position them before making the stop			
b. Where and how to park police car in relation to suspect car			
6. Pursuit driving			
7. Tailing suspects			
8. Driving and parking in emergencies			
a. What constitutes an emergency			
b. Use of blue light and siren			
c. How to approach a burglary-in-progress or prowler type call			
1. Proper procedures for suspect at scene or running away			
2. How to arrive at assigned position			
a. Need for lights out			
b. Eliminate noise			
c. Direct or indirect approach to scene			
d. How to respond to robbery-in-progress calls			
e. How to proceed when assigned to a fire			
1. Assist fire trucks through dangerous intersections and thoroughfares			
2. Park in position where needed for traffic control			
a. Watch for fire hydrants, hoses, etc.			

F.T.O. INITIAL & DATES

	Explained	Demonstrated	Practiced-
VIII. PATROL TACTICS			
1. Inspectional procedures and techniques			
a. Commercial store groups, i.e., shopping centers			
b. Vacation checks			
2. Open doors and windows			
3. Finding a burglary, search of premises			
4. Residential burglary in progress			
5. Robbery in progress			
6. Bank alarm			
7. Suspicious character and prowler calls			
8. Searching yards and alleys			
9. Blockades			
10. Searching quadrant			
11. Stakeouts			
12. Man with a gun calls			
13. Conducting a raid			
13. Crowds, mobs and riots			
14. Demonstrations			
15. Strike duty			
16. General procedure when all officers are called out			
17. Bomb threats			
18. Guarding prisoners			
IX. GENERAL INVESTIGATIONS AS THEY APPLY TO ACTIONS OF RECRUITS			
1. Elements of pertinent crimes			
2. Preliminary investigation of a felony			
3. Modus operandi			
4. Investigation of murder, rape and assault			
5. Investigation of robbery			
6. Investigation of residential and commercial burglaries			
7. Investigation of safe burglary			
8. Investigation of car theft			
9. Investigation of car believed to have been stolen			
10. Investigation of occupied suspicious cars			
11. Investigation of abandoned and unoccupied suspicious cars			
12. Investigation of stolen property			
13. Investigation of larcenies, shoplifting			
14. Investigation of purse-snatching and pickpocket			
15. Investigation of stolen auto accessories and theft from auto			

F.T.O. INITIAL & DATES _____

	Explained	Demonstrated	Practiced
16. Investigation of stolen bikes			
17. Investigation of theft, all others			
18. Investigation of bad checks			
19. Investigation of frauds			
20. Investigation of embezzlements			
21. Investigation of extortion			
22. Investigation of counterfeiting			
23. Investigation of suicides and unexplained deaths			
24. Crime scene measurements, sketching, and photographs			
X. TRAFFIC PROCEDURES			
1. Police officer's responsibility for traffic _____			
2. Pertinent traffic laws and ordinances			
3. Enforcement index			
a. General explanation what it is and why it is used			
4. Selective enforcement			
5. Recognizing traffic violation			
a. Evidence necessary for conviction			
b. Moving violation (non-speed)			
c. Equipment violation			
d. Speeding violation			
6. Approaching and handling traffic violator _____			
7. Enforcement			
a. Use of warning			
b. Use of citation			
c. Optional arrest			
d. When to arrest			
e. Use of warrant			
8. Parking violation enforcement			
9. Accident investigation			
a. Handling injuries			
b. Handling scene			
c. Locating drivers and witnesses			
d. Statements from drivers and witnesses			
e. Photographing, measuring and sketching traffic accidents			
f. How to determine responsibility			
10. How to recognize and proceed with a driving while intoxicated case			
a. Observations			
b. Sobriety report			
c. Chemical test-significance of chart and reading			

F.T.O. INITIAL & DATES

	Explained	Demonstrated	Practiced
11. Hit-run accident investigation			
a. Classification of offense			
b. Physical evidence left at scene			
c. Location of witnesses			
d. Possibility of following trail of evidence to responsible party			
e. Notify other police units of suspect vehicle			
12. Pedestrian violations			
13. Use of radar			
14. Vehicle identification; registration, license number and vehicle identification number			
15. Driver identification; operator license			
16. Traffic direction and control			
a. General rules of traffic control			
b. Standing where clearly visible			
c. At a street corner with and without signals			
d. At an accident scene			
e. Proper use of flares			
17. Police emergency escorts			
XI. VICE CONTROL			
1. Prostitution cases			
2. Gambling cases			
3. Liquor law violations			
4. Narcotic peddlers and addicts			
5. Marijuana			
6. Stimulant and depressant drugs; pills			
7. Contraband			
XII. JUVENILE PROCEDURES			
1. Juvenile involvement in crime			
2. Gaining respect of juveniles			
3. Policy in interviewing juveniles:			
a. Female juveniles should be talked to with matron present, or possibly in presence of mother, according to department policy and circumstance of case			
b. Neighborhood juveniles as a source of information. Don't endanger them by misuse of information			
4. Use of Juvenile officers			

F.T.O. INITIAL & DATES

	Explained	Demonstrated	Practiced
5. Selected cases			
a. Malicious mischief and BB guns			
b. Runaways			
c. Juvenile liquor law violations			
d. Glue sniffing			
e. Truancy			
f. Unfit home and child neglect cases			
g. Battered and abused child cases			
6. Juvenile gangs			
7. Relationship with agencies involved with juveniles; schools; recreation; welfare, probation; etc. - - _____ - - - - -			
8. Transporting juveniles to station or detention facility			
9. Disposition of juvenile cases			
10. Missing and found child			
XIII. HANDLING PEOPLE			
1. Questioning (Constitutional rights)			
2. Obtaining statements from suspects			
3. Handling juvenile suspects			
4. Wanted persons			
5. Car prowlers			
6. Lookouts			
7. Beggars			
8. Peddlers: door-to-door salesmen			
9. oiterers			
10. Drunken persons			
11. Sex perverts; exhibitionists, peeping toms			
12. Transients			
13. Vagrants			
14. Missing persons			
15. Mental cases			
16. Injured persons and prisoners			
17. Transporting persons to headquarters			
18. Transporting juveniles			
XIV. DISTURBANCE OF THE PEACE PROCEDURES			
1. Neighborhood disputes			
2. Family quarrels (special hazards)			
3. Preserving the peace			
4. Simple assault			
5. Nuisances			
6. Vehicular disturbance			
7. Loud noise, party, etc., complaints			
8. Street meetings			
9. Trespassing			

F.T.O. INITIAL & DATES

	Explained	Demonstrated	Practiced
XV. PROPERTY CONTROL			
1. Lost property			
2. Found property			
3. Safekeeping property			
4. Turning in property (found and for safekeeping)			
5. Prisoner's property			
6. Deceased person's property			
7. Destroying property			
8. How to impound a vehicle			
9. How to release or return property			
XVI. HAZARDS			
1. Types of hazards			
2. How to detect and report hazards			
3. Fire hazards			
4. Crime hazards			
5. Traffic hazards			
6. Insecure premises			
7. Protective devices			
8. Defective conditions in public property; street, sidewalk, etc.			
9. Attractive nuisances			
10. Live wires			
11. Light outages			
XVII. ANIMAL COMPLAINTS			
1. Found animals			
2. Wounded or injured animals			
3. Dead animals			
4. Animal bite cases			
5. Rabid animals			
6. Dog complaints			
7. Cruelty to animals			
XVIII. CITIZENS' REQUESTS			
1. Vacation checks			
2. Medical aid assistance			
3. Requests for assistance			
4. Invalids			
5. Look outs			
6. Landlord-tenant disputes			
7. Mechanic and baggage liens			
8. Failure-to-pay cases			
9. Citizen arrest requests			
10. Information and direction			

F.T.O. INITIAL & DATES

	Explained	Demonstrated	Practiced
XIX. INFORMATION			
1. General _____			
2. Sources of information available in district station			
3. Sources of information available in headquarters			
4. Obtaining record, warrant and vehicle checks			
5. Conducting record searches			
a. Alpha files			
b. Case (report) files			
c. Criminal history files			
d. Known offender and nickname files			
e. Mug shot files			
f. Warrant files			
g. Accident files			
h. Other files			
6. Information and assistance available from other official agencies			
a. Local _____			
b. County agencies			
c. State agencies			
d. Federal agencies			
7. Sources of information on .beat			
8. Press relations			
9. Use of police library _____			
XX. MISCELLANEOUS RESPONSIBILITIES			
1. Handling public gatherings and parades			
2. Discovery of fire, duties at fire			
3. Abate attractive nuisances			
4. Cars parked in front of driveways			
5. Removing parked cars from private property _____			
6. Enforcing health and welfare ordinances: i.e., bonfire; dumping garbage			
7. Taxi ordinance			
8. Notifications, death messages			
9. Parks, waterways, game law violations			
10. Permits and licenses _____			
XXL ORGANIZATIONAL PROCEDURES			
1. Checking on and off duty _____			
2. Days off _____			

FT O INITIAL & DATES

	Explained	Demonstrated	Practiced
3. Overtime	1		
4. Leaves of absence, vacations, military, death in family			
5. Sick and injury procedures, on and off duty			
6. Accident in police vehicle			
7. Checking out supplies and equipment			
8. Equipment and uniform regulations			
9. Care of police vehicles			
10. Repair and maintenance of police vehicles			t
11. Discharge of firearms			
12. Investigation of complaints against sworn members; procedures involved			
13. Disciplinary procedures			
14. Bureau mail		+
15. Transfers			
16. Performance evaluation			
17. Outside employment regulation			
18. Change of address and phone number		+	11
19. Served subpoena and appearance in civil case			+
20. Contagious disease contact			
21. Court appearance			+

XXII. EXPLAIN THE USE AND/OR PREPARATION OF THE FOLLOWING FORMS

1. Various field offense reports			
2. Vehicle accident report			
3. Arrest report			
4. Traffic citation			
5. Other citations and summonses, i.e., juvenile, misdemeanor, ec.			
6. Daily bulletin			
7. M.O. Bulletin; crime and traffic analysis bulletin			
8. Stolen vehicle list			
9. Activity report			
10. Vacation, sick and injury reports			
11. Equipment and uniform damage or replacement claim			
12. Manuals, report-writing; G.O.; rules and regulations, training; SOP's, etc.			
13. Business cards			
14. Statistical reports-daily, weekly, monthly			

F.T.O. INITIAL & DATES

		Explained	Demonstrated	Practiced
	15. Organization phone directory			
	16. Field contact form			
	17. Field sobriety form			
	18. Hospital reports			
	19. City vehicle accidents report			
XXIII.	LEGAL PROCESSES			
	1. Obtaining complaints			
	2. Search warrants			
	3. Arrest warrants			
	4. Extradition procedures			
	5. Serving subpoenas			
	6. Chain of evidence			
	7. Rules of evidence			
	8. Case preparation for court			
	9. Courtroom testimony and demeanor			
XXIV.	UNLISTED ITEMS (To be entered by FTO)			
	1. _____			
	2. _____			
	3. _____			
	4. _____			
	5. _____			
	6. _____			
	7. _____			

RECRUIT SIGNATURE _____ DATE _____

POST IV-2

Return this page to POST

Name of Recruit (please print)	Recruit Class Number (if applicable)	Date of Recruit Class (if applicable)
Employing Agency:		
Name of Field Training Officer	Field Assignment	Field Training Dates From: To:
1.		
2.		

I have been instructed in all items as recorded in this field training guide.	Reviewed by
_____	_____
Signature of Recruit	Signature of Field Training Officer
_____	_____
Date	Date

I attest that the above named trainee has satisfactorily completed the prescribed Field Training Manual.	
_____	_____
Agency Head Signature	Date

Background investigation

Each hiring agency shall perform a comprehensive background investigation of potential employees prior to application for Academy placement.			
Refer to IDAPA section 056.01 that states in part, that the applicant shall complete and submit to the appointing law enforcement agency a comprehensive application and personal history statement that contains questions which aid in determining whether the applicant meets the minimum standards for employment, has not engaged in conduct or pattern of conduct that would jeopardize public trust in the law enforcement profession, and is of good moral character.			
Each agency must verify that the background criteria listed below has been thoroughly investigated and documented:			
Background Criteria	Completed	Initials	Date
Completed background history form on file at agency.			
Personal references contacted.			
Contact schools applicant attended.			
Last three (3) employers contacted.			
Contact law enforcement agencies where applicant lived or worked.			
Use of intoxicants, narcotics and drugs.			
Physical, mental and emotional history.			
Moral outlook and habits.			
Financial transactions.			
Character and reputation.			
Honesty.			
Psychological examination. (recommended)			

This form must be signed and dated by the agency head attesting to the completion of the above criteria.	
_____	_____
Agency Head signature	Date

POST VI-3
(Sample Form Retained by Agency)
FIELD TRAINING OFFICER WEEKLY PROGRESS REPORT

1. Name of Recruit	2. Recruit Class No.	3. Report Date												
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">LAST</td> <td style="width: 33%; border: none;">FIRST</td> <td style="width: 33%; border: none;">MIDDLE</td> </tr> </table>	LAST	FIRST	MIDDLE											
LAST	FIRST	MIDDLE												
4. Field Assignment	5. Weekly Period (Check appropriate box) <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td>1 O</td><td>2 O</td><td>3 O</td><td>4 O</td><td>5 O</td><td>6 O</td> </tr> <tr> <td>7 O</td><td>8 O</td><td>9 O</td><td>10 O</td><td>11 O</td><td>12 O</td> </tr> </table>		1 O	2 O	3 O	4 O	5 O	6 O	7 O	8 O	9 O	10 O	11 O	12 O
1 O	2 O	3 O	4 O	5 O	6 O									
7 O	8 O	9 O	10 O	11 O	12 O									
FACTOR	NEEDS IMPROVEMENT ACCEPTABLE													
	Inadequate	Fair	Average	Good	Outstanding									
6. APPEARANCE														
Uniform, leather and equipment	D	D	D	D	D									
Posture and carriage (cruiser, office, public places)	O	D	O	D	D									
Personal (cleanliness, hair, nails, shave)	O	O	O	D	D									
7. COOPERATION AND LOYALTY														
Works toward a common end with others	O	O	O	O	D									
Willingness to assume additional responsibilities	O	O	D	D	D									
Supports his superiors	O	O	O	O	D									
Good team worker	O	O	O	D	O									
8. INTEREST AND ATTITUDE														
Seeks help with problems	O	O	D	O	O									
Willingness to learn	O	D	D	O	O									
Attitude toward constructive criticism	O	O	D	D	D									
Accepts direction and discipline	D	D	O	D	O									
Attitude toward department policies	D	D	D	D	D									
Shows pride in his work	D	D	D	D	D									
Contributes to good morale	D	O	O	D	D									
Confidence in himself	O	D	D	D	D									
9. PUBLIC CONTACT														
Attitude toward citizens	D	O	D	D	D									
Ability to express himself and communicate	D	D	D	D	D									
Ease and bearing	D	D	D	O	D									
Tact and discretion	O	D	O	O	D									
Self control	D	D	D	D	O									
10. JUDGEMENT														
Common sense	D	D	O	D	D									
Judgement under pressure	O	D	D	O	O									

FACTOR	NEEDS IMPROVEMENT			ACCEPTABLE	
	Inadequate	Fair	Average	Good	Outstanding
11. DRIVING ABILITY					
Exercises speed control	D	D	D	D	D
Familiar with defensive driving practices	D	D	D	D	D
Properly uses blue light and siren	D	D	D	D	D
Knows the hazard of high-speed driving	D	D	D	D	D
Understands importance of safety	D	D	D	O	O
Parks vehicle properly during officer-violator contacts	D	D	D	D	D
12. REPORT WRITING					
Ability to express himself in writing	O	O	O	O	D
Uses proper grammar and punctuation	D	O	O	D	D
Produces accurate, complete and neat reports	D	O	O	D	D
Familiar with department reports and understands their purpose and use	D	D	O	O	D
Ability to use dictation equipment	D	D	D	D	O
13. GENERAL PROGRESS TO DATE	D	O	O	O	D
14. COMMENTS					
15. Field Training Officer Signature	16. Unit Commander Signature			17. Date	

INSTRUCTIONS

POST IV-3

These instructions are intended to answer the questions which most frequently arise in the use of this form.

Following are detailed instructions for the completion of each numbered item on this form.

1. NAME OF RECRUIT: Last name first. Full name is required.
2. RECRUIT CLASS NUMBER: Insert the number assigned to the recruit class attended by the trainee. If the trainee has not attended a basic recruit class, leave this space blank.
3. REPORT DATE: Date this form is executed by the Field Training Officer.
4. FIELD ASSIGNMENT: Show the assignment of the F.T.O. and recruit for the week being reported on, i.e., patrol, accident investigation, traffic, etc.
5. WEEKLY PERIOD: Place a X in the appropriate box designation which week of Field Training the progress report covers.
- 6-12 FACTORS: F.T.O. should place a X in the box that most clearly denotes an accurate evaluation of the recruit.
13. GENERAL PROGRESS TO DATE: Place an X in the box that most clearly denotes this fact, being demanding but fair.
14. CO:MM:MENTS: Make specific written comments on any unsatisfactory rating. Comments should include recommendations as to how the recruit can improve any ratings in "needs improvement" columns.
15. FIELD TRAINING OFFICER SIGNATURE: F.T.O. signs in this space prior to submission to Unit Commander.
- 16-17 UNIT COIMMANDER SIGNATURE AND DATE: Unit Commander signs and show date. This should only be done after he has read the Weekly Progress Report and discussed the progress of the recruit in the program.

NOTE: F.T.O. should execute this form after completion of each week's field training. Form is to be forwarded to Unit Commander after execution.

INSTRUCTIONS

POST M-4

These instructions are intended to answer the questions which most frequently arise in the use of this form.

Following are detailed instructions for the completion of each numbered item on this form.

1. NAME OF RECRUIT: Last name first. Full name is required.
2. RECRUIT CLASS NUMBER: Insert the number assigned to the recruit class attended by the trainee. If the trainee has not attended a basic recruit class, leave this space blank.
3. REPORT DATE: Date this form is executed by the Field Training Officer.
4. FIELD ASSIGNMENT: Show the assignment(s) of the F.T.O. and recruit during the Field Training period being evaluated. If F.T.O. covered more than one assignment, list all, i.e., patrol, accident investigation, traffic, etc.
5. FIELD ASSIGNMENT DATES: Show dates of each assignment listed under 4 above.
6. through 14. FACTORS: The comments on each factor should be specific in the nine factors being evaluated.
15. WRITTEN SUMMARY: The written summary should cover the points used to justify the F.T.O.'s recommendation to the Unit Commander that the recruit be released to regular assignments or not, as the case may be. The F.T.O. must sign this form and submit to the Unit Commander.
16. RECOMMENDATION OF UNIT COMMANDER: Unit Commander must make recommendation to Department Head as to whether recruit is to be released to regular assignments or not. Signature must be present upon submission to Department Head.

NOTE: This form should be executed by each F.T.O. assigned a trainee upon completion of the Field Training period.

POST VI-4
(Sample Form)

FIELD TRAINING OFFICER EVALUATION REPORT

1. Name of Recruit			2. Recruit Class No.	3. Report Date
LAST	FIRST	MIDDLE		
4. Field Assignment			5. Field Assignment Dates	
			From	To _____
			From	To _____
			From	To . _____
FACTOR			COMMENTS	
6. ENFORCEMENT CONTACTS Evaluate trainee's (1) knowledge of traffic and criminal laws and pertinent departmental policies and procedures; (2) judgment in issuing citations and warnings, and in effective arrests; and (3) ability in detecting, pursuing and apprehending violators and his skill in applying established methods and tactics during enforcement contacts.				
7. PUBLIC CONTACTS What is his attitude, conduct and language in public places? Does he discuss police activity in public? What appearance and manner does he present to the public? Is he at ease or ill at ease when meeting the public? does he expect and accept free handouts?				
8. RELATIONS WITH OFFICIAL AGENCIES How does he get along with representatives of other law enforcement agencies? Does he have a friendly and cooperative attitude with employees of other official agencies?				
9. ACCIDENT INVESTIGATIONS Does he understand and practice recommended procedures? Does he obtain all necessary information? Does he base his opinions on factual information?				
10. PATROL OPERATIONS Does he understand and practice proper patrol techniques? Can he identify potential hazards? Can he identify and is he familiar with high crime and traffic accident areas? Can he identify major thoroughfares and is he familiar with shortest routes to various places and topography?				