

Police Communications Officer Field Training Procedures

301.1 POLICE COMMUNICATIONS OFFICER FIELD TRAINING PROCEDURES

- (a) The Education and Training Lieutenant (E & T Lieutenant) has been designated as the Field Training Officer Coordinator (FTOC) for the Department. The E & T Lieutenant will report directly to the Support Services Commander or authorized designee.
- (b) When a new member is hired as a Police Communications Operator (PCO), he/she will be assigned to the Support Services Bureau, Education and Training Section, and will report directly to the E & T Lieutenant or designee. The trainee will remain assigned to the Education and Training Section until he/she has been released from the Police Communications Operator Field Training Program (PCOFTP). The period the trainee is assigned to the PCOFTP is normally 240 hours, unless additional time is needed for the trainee to meet the performance standards of the program. The E & T Lieutenant or designee will be responsible for ensuring the trainee completes all applicable training, which shall include orientation training, training mandated by CALEA, and the PCOFTP.
- (c) In anticipation of the arrival of the new hire, the E & T lieutenant or designee will consult with the Technical Services and Records Lieutenant and the Police Communications Operator Supervisor (PCOS) to determine and select the Police Communications Operator Field Training Officer (PCOFTO).
- (d) Once the PCOFTO has been selected, the E & T Lieutenant, Technical Services and Records Lieutenant, PCOS and the PCOFTO will meet to develop a Field Training Plan. The Technical Services and Records Lieutenant or designee, however, will be responsible for supplying the E & T Lieutenant, the PCOS and the PCOFTO with a schedule for the trainee, encompassing the entirety of the trainee's field training, including who the trainee will be assigned to when the PCOFTO is unavailable, days off, and scheduled shifts. This schedule will also identify the conclusion of the trainee's field training, should his or her performance meet standards.
- (e) The PCOFTO will assemble a PCO Field Training book with assistance and guidance from the E&T Lieutenant and PCOS.
- (f) Daily Observation Reports (DORs) will be scanned and emailed to the E & T Lieutenant and Technical Services and Records Lieutenant. The PCOS shall submit weekly progress reports to the Commander of the Support Services Bureau and E & T Lieutenant. The original DORs will be attached as an annex to the Field Training Completion Report.
- (g) Once a trainee has completed the designated number of field training hours and has met the performance standards, a Field Training Completion memorandum will be completed by the PCOS and submitted to the E & T Lieutenant. The E & T Lieutenant shall endorse the memorandum and forward it to the Commander of the Support Services Bureau for his/her review and endorsement. After the Commander of the Support Services Bureau has approved the Field Training release, it will be forwarded to the Deputy Chief and Chief of Police for review and approval.

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- (h) Once the Chief of Police has approved the trainee to be released from the PCOFTP, a personnel order shall be issued releasing the trainee from the program and assigning him/her to the Communications Section. Trainees are only released from Field Training upon the publishing of a personnel order approved by the Chief of Police.
- (i) The E & T Lieutenant will place the Field Training Completion documents in the member's training file.