

**POLICE SCIENCES AND TRAINING BUREAU
TRAINING DIVISION**

NOTICE
12.1.1

May 14, 2018

TO: All Sworn Personnel

FROM: Commanding Officer, Training Division

SUBJECT: 2017 FIELD TRAINING PROGRAM MANUAL CHANGES

The 2017 Field Training Program (FTP) Manual is published and on the Department Local Area Network (LAN). This Notice lists the additions and revisions to the 2009 FTP Manual. In addition to the 2017 FTP Manual, the Field Training Officers Unit (FTOU) has created a Structured Learning Content Checklist (SLCC) Reference Guide to accompany the SLCC. The SLCC Reference Guide is supplemented with an Index of Attachments with the necessary Department resources such as Special Orders, Use of Force Directives, and Training Bulletins. The SLCC Reference Guide and Index of Attachments will be available soon on the Department LAN.

2009 Manual **ELIGIBILITY REQUIREMENTS**
Page 5 Revised

2017 Manual The following sworn personnel who desire to be selected as an FTO must be in
Page 9 compliance with *Department Manual Section 3/763.85 and Peace Officer Standards and Training (POST) Regulation 1004 (d)*, and have the listed qualifications:

2009 Manual **ELIGIBILITY REQUIREMENTS**
Page 5

Language A Police Officer II on a current PO III eligibility list competing for an FTO
Removed position via the advanced paygrade selection process ~~and who has successfully~~
2017 Manual ~~completed the FTO School.~~
Page 9

2009 Manual **SELECTION PROCESS**
Page 5 Revised

2017 Manual No FTO shall train probationary officers in the Structured Field Training Program
Page 10 Period (SFTPP) until becoming *POST* certified by completing the 40-hour FTO
 course ~~and attending the Mental Health Intervention Training course.~~

Added/Revised – *Italics*

Removed Text - ~~Strikethrough~~

2009 Manual **Review of Candidate's Work History and Evaluation of Findings.**
Page 6
Language ~~Two of the most recent Performance Evaluation Reports, Form 1.78.0 or~~
Removed ~~Standards Based Assessment, Form 1.87~~
2017 Manual
Page 10

2009 Manual **Review of Candidate's Work History and Evaluation of Findings – Lateral**
Page 7 **Transfers.**
Language ~~Performance Evaluation Reports 1.78.0 (two most recent)~~
Removed
2017 Manual
Page 11

2009 Manual **FTO Basic Course.**
Page 7
Language Eligible employees selected for or assigned to an FTO position are not
Removed and certified to train probationary officers in the ~~Structured Field Training Program~~
Revised ~~Period~~ SFTPP (initial 24 weeks in the field) ~~or the Recruit Academy Training~~
2017 Manual ~~Period (ride-along from the police academy)~~ until completing the 40-hour
Page 11 POST certified FTO School. An FTO with prior experience, but who has not
worked as an FTO for a period of two or more years, shall also attend and
successfully complete either the *40-hour FTO Course* or *32-hour POST*
certified FTO Update Course prior to working with a SFTPP probationary
officer ~~or Recruit Academy ride-along.~~

2009 Manual **The Field Training Program Staff.**
Page 9
Language The FTP staff is made up of the FTO, patrol sergeant, *watch commander*,
Added probationary coordinator, Area training coordinator, patrol commanding officer,
2017 Manual Department Administrator (Commanding Officer, TD) and the FTOU, TD. The
Page 13 probationary officer's performance will be evaluated by the FTO and monitored
by the FTP staff through daily and weekly reviews.

2009 Manual **Recruit Academy Training Period—24 weeks.**
Page 12
Removed
2017 Manual **Upon appointment, the probationer is first assigned to the Los Angeles Police Academy, RBC Program. Should ride a long be provided, Recruit Academy Training Period probationers shall be assigned to an FTO (PO III) who has successfully completed the Department's 40-hour FTO School. Upon completion of the RBC, a Recruit Evaluation Report, Form 1.17.0, is completed by the Academy staff and forwarded to the probationer's Area/division of assignment.**
Page 16

2009 Manual **Probationer Becomes Field-Certified Completion of SFTPP and entering into Final Probationary Period**
Page 13
Revised and
Added
2017 Manual **...provided that standard performance is achieved *and maintained* in each of the 30 subcategories...**
Page 17

2009 Manual **Standard Performance (SFTPP) 24 Weeks.**
Page 13
Language
Removed and
Revised
2017 Manual **At the conclusion of the SFTPP, the probationary officer becomes "Field Certified" and advances to the *FPP* (28 weeks in duration) providing the probationer is performing at a "standard" level in all 30 POST subcategories listed on the PPOWER, receives an overall "satisfactory" rating and deemed "competent" in all 16 categories of the *SLCC Probationary Officer Structured Learning Content Checklist*.**
Page 17

2009 Manual **Final Probationary Period (FPP) Continuation of Probation 28 Weeks (Phase III).**
Page 13 Added
2017 Manual **In no case shall the probationary officer be assigned as an L-unit, *U-unit*, or with another probationary officer.**
Page 17

2009 Manual
Page 14 New
Section Added
2017 Manual
Page 18

Final Probationary Period Probationary Officers not performing to Department standards.

When a probationary officer in the FPP performs below the Department standard, a supervisor shall document the incident on a Notice to Correct Deficiencies, Form General 78, and remediation shall be given to the probationary officer. The probationary officer shall work with a FTO until the deficiency is resolved and the probationary officer is performing at a standard level. A supervisor shall monitor and document the probationary officer's performance on a SWR during this period. If the probationary officer cannot raise his/her performance to a standard level, the commanding officer may recommend termination.

2009 Manual
Page 16 Added
2017 Manual
Page 21

Duties and Responsibilities of the Probationary Officer
Expectations of probationary officers

- ***Complete FTO Evaluation Form.*** *The probationary officer shall complete one evaluation for each of their assigned primary and secondary FTOs for the entire eight week period. A probationary officer shall complete three sets of evaluations during a 24-week FTP. The form is to be completed at the end of each eight week period and forward directly to FTOU, TD.*
- ***Complete Field Training Program Critique Form.*** *At the conclusion of the SFTPP the probationary officer shall complete the Field Training Program Critique Form and forward to FTOU, TD.*

2009 Manual
Page 17 New
Section Added
2017 Manual
Page 23

Time Sensitive Duties for the FTO

- *Daily entries served to probationary officer prior to probationary officer's next tour of duty.*
- *SLCC. Sequenced Stage Guide – ensures the training officer trains probationary officers by the stages set forth in the SLCC.*
- *PPOWER – submit by EOW on probationary officer's last work day in rating period.*
- *Ensure the Probationary Integrity Checklist is completed on a daily basis.*

2009 Manual
Page 19 Charts
Added
2017 Manual
Page 25-26

****Charts Added****

Figure 4. Documentation requirements on Daily Observation Report
Figure 5. Completion and review process of PPOWER

2009 Manual
Page 19
Language
Removed and
Revised
2017 Manual
Page 27

Duties and Responsibilities of the Field Supervisor

- ~~Coordinating with the supervisor from TD assigned to monitor the progress of a probationer who is not progressing at a "Satisfactory" level (Department Manual 3/760.50)~~
 - *Complete the SWR to document probationary officer's performance, progress, or training on a weekly basis.*
 - *Complete one Employee Comment Sheet, Form 1.77.00, per deployment period for probationary officers in the FPP.*
-

2009 Manual
Page 19
Revised
2017 Manual
Page 27

**Duties and Responsibilities of the Field Supervisor.
Time Sensitive Duties**

Complete the SWR for each rating period and serve the probationary officer within the due date of the rating period.

2009 Manual
Page 20
Revised and
Added
2017 Manual
Page 28

Duties and Responsibilities of the P-I Probationary Coordinator

- *Meet with probationary officer after first unsatisfactory rating to assess the training needs of the probationary officer.*
 - *After a probationary officer receives a second unsatisfactory rating, schedule an interview between FTOU, TD, staff and the probationary officer.*
 - *By the end of the business day of the first Wednesday of the deployment period, email the FTOU, TD, a list of FTOs assigned to the field and notify FTOU, TD, of any changes of FTOs from the previous deployment period, i.e., FTOs returning from IOD, military leave, bonding leave, etc.*
 - *Give the probationary officer a FTO Evaluation Form to complete every eight weeks or upon rotation to another FTO.*
 - *Give the probationary officer a FTP Critique Form to complete upon the probationary officer's completion of the SFTPP.*
 - *Ensure FTOs are completing Probationary Integrity Checklist appropriately.*
-

2009 Manual **Time Sensitive Duties for Probationary Coordinator**
Page 20 Added
2017 Manual **If the probationary officer is off on the seventh day, he/she shall be served on
Page 29 the first day he/she returns to work.*

2009 Manual **Duties and Responsibilities of the Area Training Coordinator**
Page 22 Added
2017 Manual

- *Ensure probationary coordinator completes his/her duties.*

Page 30

2009 Manual **Duties and Responsibilities of the Area Training Coordinator**
Page 23 Added **Time Sensitive Duties**
2017 Manual **If the probationary officer is off on the seventh day, he/she shall be served on
Page 31 the first day he/she returns to work.*

2009 Manual **Duties and Responsibilities of the Watch Commander**
Page 24 Added
2017 Manual

- *Ensuring that a FPP is not assigned to work an L-unit, U-unit, or
Page 32 assigned to work with another FPP probationary officer.*

*Note: The watch commander is the lieutenant or assistant watch commander
assigned to the watch, not an "acting" watch commander.*

2009 Manual **Duties and Responsibilities of the Watch Commander**
Page 24 Added **Time Sensitive Duties**
2017 Manual **If the probationary officer is off on the seventh day, he/she shall be served on
Page 32 the first day he/she returns to work.*

2009 Manual **Structured Field Training Program Period (SFTPP) Overview 24 weeks**
Page 25 Added **(Phase II)**
2017 Manual

- **Assigned to a Police Officer III who has been POST certified to be an
Page 33 FTO by successfully completing the 40-hour FTO course, the *Mental
Health Intervention Training course*, and selected by a Patrol or Area
commanding officer.**

2009 Manual **Below Standard Performance (SFTPP) 24 weeks**
Page 26 **Third Unsatisfactory Rating:**
Removed
2017 Manual Once remediation is completed and a third unsatisfactory rating has been reviewed
Page 34 and signed by the probationary officer, under normal circumstances, the commanding officer may recommend termination and serve the probationary officer with a ~~30-day~~ Final Notice to Improve.

2009 Manual **Below Standard Performance (SFTPP) 24 weeks**
Page 26 **Third Unsatisfactory Rating:**
Revised
2017 Manual The tentative decision to terminate should be initiated no later than the end of the
Page 34 probationary officer 's 32nd week in the field, inclusive of time resulting in an extension of probation.

2009 Manual **Below Standard Performance (SFTPP) 24 weeks**
Page 26 Added **First/Second/Third Unsatisfactory Rating:**
2017 Manual
Page 34

- If one overall "unsatisfactory" PPOWER, *ensure probationary coordinator* contacts and forwards a copy of the PPOWER to FTOU....
- If two overall "unsatisfactory" PPOWER, *ensure probationary coordinator* contacts and forwards a copy of the PPOWER to FTOU....
- If three overall "unsatisfactory" PPOWER, *ensure probationary coordinator* contacts and forwards a copy of the PPOWER to FTOU....

2009 Manual **Summary of Documentation Requirements**
Page 29 Added **FIELD TRAINING OFFICER**
2017 Manual
Page 39 **5. Probationary Integrity Checklist**

2009 Manual **Documentation Requirements for Daily, Weekly, SLCC**
Page 30 Added **1. Probationary Police Officer Daily Observation Report (DOR)**
2017 Manual
Page 40

- *A minimum of two daily entries are required per day.*

2009 Manual **Documentation Requirements for Daily, Weekly, SLCC**
Page 30 Added 2. Probationary Police Officer Weekly Evaluation Report (PPOWER)
2017 Manual
Page 40 *The PPOWER is to document and evaluate the work performance of the probationary officer for the week.*

2009 Manual **Documentation Requirements for Daily, Weekly, SLCC**
Page 31 Added 2. Probationary Police Officer Weekly Evaluation Report (PPOWER)
2017 Manual
Page 41 *Note: The "standard" level is equivalent to that of a field certified police officer, i.e. Police Officer II.*

2009 Manual **Documentation Requirements for Daily, Weekly, SLCC**
Page 31 Added 2. Probationary Police Officer Weekly Evaluation Report (PPOWER)
2017 Manual
Page 41 The following areas should be considered collectively in determining the overall evaluation:

- *Does the probationary officer demonstrate the ability to adequately accomplish the required task?*
- *How well is the probationary officer progressing in the SFTPP?*
- *In making the determination for the overall rating, time in the SFTPP needs to be a considering factor.*

2009 Manual **Documentation Requirements for Daily, Weekly, SLCC**
Page 31
Removed
2017 Manual
Page 41 The overall evaluation is always subject to review by the probationer's commanding officer ~~or designee~~.

2009 Manual **Documentation Requirements for Daily, Weekly, SLCC**
Page 31 Added 2. Probationary Police Officer Weekly Evaluation Report (PPOWER)
2017 Manual
Page 41 *The PPOWER is due at EOW on the last day the probationary officer is working during the rating period.*

For example, if the probationary officer's last working day during the rating period is Wednesday, the PPOWER is due on Wednesday at EOW. If the probationary officer works Watch 7 and is working on Saturday, the PPOWER

is due at EOW, which would be Sunday morning. If the probationary officer works Watch 2 on Saturday and is overtime and is EOW on Sunday, the PPOWER is due at EOW on Sunday.

2009 Manual
Page 31 Added
2017 Manual
Page 42

Documentation Requirements for Daily, Weekly, SLCC
2. Probationary Police Officer Weekly Evaluation Report (PPOWER) – last paragraph

If the probationary officer is off on the seventh day, he/she shall be served on the first day he/she returns to work.

2009 Manual
Page 32 New
Section Added
2017 Manual
Page 43

Documentation Requirements for Daily, Weekly, SLCC
5. Probationary Integrity Checklist

The Probationary Integrity Checklist is to ensure probationary officers in the SFTPP are assigned to FTOs for eight weeks before being rotated to another FTO for the next eight weeks. It is also utilized to confirm probationary officers in the SFTPP are being assigned to basic A-Cars and not duties authorized for FPP probationary officers, such as desk, kit-room or X-Cars. The Probationary Integrity Checklist shall be filled out daily and not in advance to ensure accuracy in completing the document. The probationary officer shall have one Probationary Integrity Checklist per deployment period. The Probationary Integrity Checklist is to be retained in the probationary officer's divisional "blue book."

2009 Manual
Page 33 Added
2017 Manual
Page 43

Documentation Requirements for Daily, Weekly, SLCC
5. Probationary Integrity Checklist

4. *Comment Sheet, Form 1.77.00*

2009 Manual
Page 33 Added
2017 Manual
Page 44

1. Supervisor's Weekly Report

The SWR shall reflect and address the week's performance of the probationary officer; not a single incident, but a culmination of the week's events. The probationary officer's strengths, weaknesses, and how the probationary officer is progressing in the SFTPP.

2009 Manual
Page 33
Removed
2017 Manual
Page 44

1. Supervisor's Weekly Report

Final Probationary Period probationers do not require an SWR, however, ~~it is recommended that~~ one Employee Comment Sheet Form 1.77.00, *shall* be completed per deployment period as an aid to completing the probationer's Standards Based Assessment. Probationers performing at an "Unsatisfactory" level will require additional entries.

2009 Manual
Page 34 New
Section Added
2017 Manual
Page 45

4. Comment Sheet

The field supervisor must document observations or discussions involving a FPP probationary officer's performance, progress, or training on an Employee Comment Sheet, Form 1.77.00, once per deployment period as an aid to completing the probationary officer's SBA, Form 1.87.00

2009 Manual
Page 35
Removed
2017 Manual
Page 46

Documentation Requirements for Restricted Duty, FTO Evaluation, FTO Completion Records & Program Critique
3. Field Training Program Completion Record

~~Completion Record/Competency Attestation/Completion Record.~~ *Area Training Coordinators/Probationary Coordinators* must document a probationer's successful completion of the training program.

2009 Manual
Page 37 Added
2017 Manual
Page 47

Documentation Requirements for Comment Cards, Notice to Correct Deficiencies and Employee's Report
2. Notice to Correct Deficiencies

See field supervisor's documentation responsibilities (see page 44).

2009 Manual
Page 38
Removed
2017 Manual
Page 48

Documentation Requirements for Interdepartmental Correspondence, Form 15.2

- Provide a probationer with a ~~30-day~~ Final Notice to Improve

2009 Manual
Page 40 Added
2017 Manual
Page 50

4. Acceleration to Final Probationary Period

- *Rehired Department officers with previous permanent status may be accelerated into the FPP after one deployment period if deemed competent in each category of the SLCC with the concurrence of a supervisor.*

2009 Manual
Page 43
Section
Removed
2017 Manual
Page 52

Documentation Records Retention ~~2. Field Training Officer Evaluation Forms~~

~~Completed FTO Evaluation Forms that have been forwarded to the respective command for review shall be maintained at the Area in a confidential file for two years, and then forwarded to the City Records Center.~~

~~If an FTO has transferred from the respective command, or has separated from the Department, the forms shall be forwarded to the FTO's current or last division of assignment.~~

2009 Manual
Page 43
Section
Removed
2017 Manual
Page 52

Documentation Records Retention ~~3. Field Training Program Critique Forms~~

~~Completed Field Training Program Critique Forms that have been forwarded to the respective command for review shall be maintained at the Area in a confidential file for two years, and then forwarded to the City Records Center.~~

2009 Manual
Page 44 Added
2017 Manual
Page 53

Glossary of Terms and Forms

FPP – Final Probationary Period
SAC – Field Training Supervisor/Administrator Coordinator

2009 Manual
Page 44 Added
2017 Manual
Page 53

Forms

Probationary Integrity Checklist Form – 1.78.12

2009 Manual **PART IV FORMS (Cover Sheet)**
Page 45 Added
2017 Manual *Field Training Program Completion Record*
Page 55 *Probationary Integrity Checklist – 1.78.12*

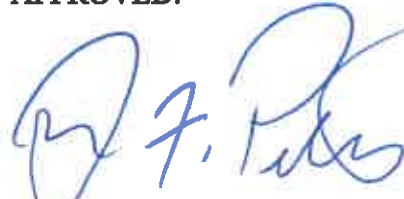
2009 Manual **Field Training Program Manual**
Revised
2017 Manual Replace probationer with the term probationary officer throughout the manual.

Any questions regarding this Notice should be directed to Sergeant II JoAnn Brown,
Officer-in-Charge, Field Training Officers Unit, Training Division, at (424) 393-4658.

APPROVED:



DANIEL L. RANDOLPH, Captain
Commanding Officer
Training Division



JON F. PETERS, Deputy Chief
Commanding Officer
Police Sciences and Training Bureau

APPROVED:



SEAN W. MALINOWSKI, Deputy Chief
Chief of Staff
Office of the Chief of Police

Distribution "A"