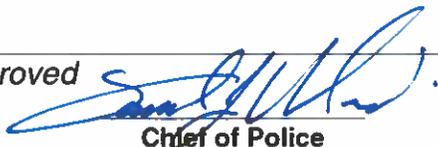


**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 9, 2015		<i>Amended Date</i> August 14, 2023		<i>Directive</i> 3.04.1	
<i>Subject</i> Field Training Program					
<i>Reference</i>			<i>Approved</i>  Chief of Police		
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 3.12; 3.13; 3.14; 3.15; 3.16		<i>Review Date</i> July 1, 2023	
				<i>Pages</i> 6	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to outline the procedures to be used in the field training program.

SECTION 2 POLICY

It is the policy of the Lancaster 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.

SECTION 3 PROCEDURES

A. AUTHORITY AND RESPONSIBILITY

1. The authority and responsibility for the initial field training of sworn officers shall be vested in the Field Training Supervisor.

B. PROGRAM STRUCTURE – OFFICERS WITH NO PRIOR POLICE EXPERIENCE (TPCA 3.21)

1. The Lancaster Police Department field training program is 21 weeks in duration. The program is divided into five (5) phases, which are outlined below. Each phase of training has requirements that Recruit Officers must complete before being promoted to the next phase. These requirements can be viewed in the Field Training Software Manual.
 - a. Mini-Academy Training- This phase consists of four (4) weeks of policy and procedure training. The recruit officer will be assigned to an eight (8) hours Monday thru Friday work schedule.
 - b. Phase 1 – This phase consist of five (5) calendar weeks. The recruit officer during this time will work twelve (12) hour shifts with days off being the same as the assigned Field Training Officer.

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- c. Phase 2 – This phase consist of five (5) calendar weeks. The recruit officer during this time will work twelve (12) hour shifts with days off being the same as the assigned Field Training Officer.
- d. Phase 3 – This phase consist of five (5) calendar weeks. The recruit officer during this time will work twelve (12) hour shifts with days off being the same as the assigned Field Training Officer.
- e. Phase 4 (Ghost Phase) – This phase will consist of two (2) calendar weeks. The recruit officer during this time will work twelve (12) hour shifts with days off being the same as the assigned Field Training Officer.
- f. Remedial Stage – This phase will only be used if the Recruit Officer has had major deficiencies while going through any level of training. This phase would be applied anytime it is deemed necessary to better serve the Recruit Officer and/or the department. This stage will consist of fourteen (14) calendar workdays. The recruit officer during this time will work twelve (12) hour shifts with days off being the same as the assigned Field Training Officers. This stage can be adjusted based on how the recruit is responding to training. If the recruit shows to have corrected the deficiencies, then length of the stage can be adjusted.

C. PROGRAM STRUCTURE – OFFICERS WITH PRIOR POLICE EXPERIENCE

- 1. Officers who are eligible for abbreviated field training must have previously completed a field training program prior to employment and must be currently licensed as a Texas peace officer through the Texas Commission on Law Enforcement.
- 2. The Chief of Police may approve an abbreviated Field Training Program, which will consist of a minimum of four (4) weeks of field training. The length of time for the abbreviated field training will be determined by the Field Training Supervisor. The abbreviated field training cannot be less than four (4) weeks and the officer must be able to perform their duties as a “Solo Level Officer” before being released.
 - a. Officers with prior police experience will complete the Mini-Academy Training as required by officers with no prior police experience. This may be abbreviated with the approval of the Chief of Police.
- 3. Eligible officer will be required to complete seven (7) work days that will consist of “evaluation only” performing as a “Solo Level Officer” prior to being released from the Field Training Program.
- 4. The assigned Field Training Officer who will be evaluating the officer shall complete a memorandum to the Field Training Supervisor with their recommendation if the officer either should be or should not be released from the Field Training Program at this time. The memorandum shall provide justification for either recommendation.

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5. The Field Training Supervisor will forward the Field Training Officer's recommendation memorandum along with the officer's daily evaluations to the Chief of Police for review.
6. All eligible officers unable to successfully complete the abbreviated field training program or request additional training in writing to the Chief of Police prior to the completion of the abbreviated field training may be placed in the seventeen (17) week field training program at the discretion of the Chief of Police.

D. FIELD TRAINING OFFICER OVERVIEW

1. The Field Training Officer must have the combined skills of an experience police officer and a patient teacher/coach. Field Training Officer's must be a leader and a "Role Model" not only for the recruit but his/her peers as well. The Field training Officer's job is particularly difficult because he/she will be required to supervise the recruit, but temper this supervisory image with empathy for the recruit. Motivation and innovation are two other character traits that the field training officer should possess and pass on to the recruit. With these responsibilities in mind, one can see why the selection process is vital and must cover numerous aspects of the officer's past and present career as well as his attitudes and expectation for the future. The following requirements will outline and explain the selection process of the Field Training Program. Adherence to this process coupled with dedication and determination by those involved in it will ensure the appointment of only the most qualified personnel to the position of Field Training Officer.

E. FIELD TRAINING REQUIREMENTS

1. Officer shall be out of field training and have (2) years of service with the Lancaster Police Department as a commissioned officer.
 - a. Officers with less than two (2) years can be considered if the needs of the department warrant the selection.
2. Qualified officers wishing to be a Field Training Officer, they must submit a letter of interest to the Field Training Supervisor. The letter must be accompanied by endorsement memorandum from the officers supervisors indicating whether or not they believe the officer should be selected for the Field Training Officer position.

F. FIELD TRAINING SELECTION PROCESS

1. Selection of a Field Training Officer will be based on the best officers available for the assignment and those that represent the true mission and values of the department.
2. When an opening exists, the Field Training Supervisor will solicit letter of interest and/or work from existing list of letters of interest.
3. The Field Training Supervisor will review prior performance evaluations, activity levels, any complaints and commendations as well as advance training.

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4. The Field Training Supervisor will form a Supervisor board (5 supervisor minimum) to review the applicants. Each board member will provided written feedback if the officer is recommend or not recommended to be a field training officer.
4. The Field Training Supervisor will prepare an applicant file and the boards written recommendations and submit them to the Chief of Police for Final review and approval.

G. FIELD TRAINING OFFICER TRAINING (TPCA 3.13)

1. In accordance with the Texas Commission on Law Enforcement requirements, all Field Training Officers will attend a Field Training Officer course prior to assuming the responsibilities as a field training officer. The Field Training Officer course must be taught by a Texas Commission on Law Enforcement certified instructor, and the proper documentation shall be forwarded to the department's Training Coordinator to be maintained in the Field Training Officer's training file.
2. If possible, Field Training Officer training will be instructed by the department's Field Training Supervisor.
3. Field Training Officers will complete an orientation conducted by the Field Training Supervisor. The orientation will cover department polices, field training software, evaluations forms and expectations for the department's field training program. Further orientation will be conducted if deemed necessary by the Field Training Supervisor.
4. All Field Training Officers must complete all training required in this directive prior to assuming responsibilities as a Field Training Officer.
5. If possible, Officers should obtain a Basic Instructor Certification before applying to be a Field Training Officer. If not, Field training Officer shall obtain the certification within a reasonable time.

H. FIELD TRAINING OFFICER PROCESS REVIEW (TPCA 3.14)

1. The Field Training Supervisor will schedule a quarterly meeting with all Field Training Officers to discuss the processes and effectiveness of the department's Field Training Program. Field Training Officers should consider any problems with the field training program and make recommendations to ensure the program's success.
2. The Field Training Supervisor will document the quarterly meeting. The documentation must include the date of the meeting, who was in attendance at the meeting, recommendations of the changes to the program and topics of discussion. The Field Training Supervisor will keep a copy of the document in the field training file.
3. If any changes in the program are needed, the Field Training Supervisor shall file a report with the Operations Chief of Police that shall include any requests of change to the program

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along with how the change will benefit the program. The Operations Division Assistant Chief of Police will forward the request to the Chief of Police for considerations.

I. TRAINING EVALUATIONS (TPCA 3.15)

1. During the Field Training Program, the recruit officer shall receive additional training and evaluation in such areas as department policy, procedures, rules, regulations, patrol procedures, first aid, and victim/witness rights, etc., as outlined in the Lancaster Police Department Training Manual.
2. The Field Training Program shall identify the tasks most frequently performed by officers and evaluate the recruit officer's job performance in those dimensions. Standardized evaluation techniques designed to measure the recruit officer's competency in the required skills, knowledge, and abilities shall be used.
3. Recruit officers will be evaluated daily by their Field Training Officer and evaluation discussed with the recruit officer. The recruit officer and the Field Training Officer will sign the evaluation. If the recruit officer disagrees with any comments or ratings, the recruit officer may note disagreement on the form and/or request a review by the field training supervisor.
4. The Field Training Officer will then discuss the daily evaluation with the shift supervisor. The shift supervisor will then sign the daily evaluation and then forward it to the Field Training Supervisor for review and filling.
5. The Shift Supervisor will complete a weekly observation report for each week of the recruit officer's field training. The Shift Supervisor will forward the weekly observation reprogram to the Operation Division Chief through the Field Training Supervisor.
6. The Field Training Officer at the end of each phase will complete an end of phase evaluation and submit a memorandum to the Field Training Supervisor. The end of phase evaluation will be an overall evaluation of the recruit officer's time during that phase with the field training officer. The memorandum should include a recommendation for the recruit officer to be advanced to the next phase of training or a recommendation for the recruit officer to be placed in remedial training. The memorandum shall provide justification for either recommendation.
7. Prior to the recruit officer advancing to the next phase of training, the Field Training Supervisor, the current Field Training Officer and the upcoming Field Training Officer shall discuss and evaluate the progress of the recruit officer. After the evaluation, the Field Training Supervisor will determine if the recruit officer is advanced to the next phase of training or will be placed into remedial training.
8. The Field Training Supervisor will provide a memorandum to the Chief of Police after discussing with the current and upcoming Field Training Field Officer about the recruit officer. The memorandum shall include the progress of the recruit officer in the Field Training Program, the Field Training Supervisor's decision on advancing the recruit officer to the next phase of training or remedial training for the recruit officer and justification for the Field Training Supervisor's decision.

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9. At the end of the last phase of training, the Field Training Officer will complete and end of phase evaluation and submit a memorandum to the Field Training Supervisor either recommending the recruit officer be released from the field training program or remedial training. The memorandum shall provide justification for either recommendation.
10. Upon the Field Training Supervisor receiving the memorandum from the past phase of training Field Training Officer, the Field Training use-Ravi's or will submit a memorandum to the Chief of Police. The memorandum shall include the Field Training Officer and Field Training Supervisor's recommendation on releasing the recruit from the Field Training Program or remedial training for the recruit officer and justification for either recommendation.
11. All officers show complete the field training program will be assigned to a patrol shift. The Shift Supervisor shall document quarterly evaluation on the officer until the officer has completed their probation period set out by the City of Lancaster Local Civil Service Rules Chapter B, Section 027. The shift supervisor will submit quarterly evaluations to the Field Training Supervisor.

J. TRAINING ROTATIONS (TPCA 3.16)

1. All recruit police officers in the field training program will be assigned to at least two (2) different shifts during their time in the field training program.
2. All recruit police officers in the field training program will be assigned to at least two (2) different Field Training Officers during their time in the field training program.
3. The Field Training Supervisor is responsible for preparing a field training schedule for all recruit officers that complies with this directive and all directives related to the Field Training Program.

K. UNIFORM PATCHES/INSIGNIA

1. All Field Training Officers will be allowed to wear a Field Training patch/insignia on the sleeve of their class B uniform shirts. If the Field Training Officer is no longer a part of the training program, then they will remove the all patches/insignia from their class B uniforms.

L. SCOPE OF RESPONSIBILITY

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for the ensuring compliance with the provisions and intent of this directive.