

Checklist for Policy 312 Implementation
Field Training

| # | ITEM | YES | NO | N/A |
|----|---|-----|----|-----|
| 1 | Is a copy of this Policy available to all commissioned officers? | | | |
| 2 | Is there a training roster or other documentation showing that officers were trained on this policy? | | | |
| 3 | Are personnel knowledgeable on this policy (establish through verbal discussion with personnel)? | | | |
| 4 | Have all commissioned personnel completed a field training program? (section I and III.B) | | | |
| 5 | Has a Field Training Program Supervisor been assigned? (section III.A) | | | |
| 6 | Is the department using either the San Jose – FTO model or the Reno – PTO model for their field training program? (section III.B.2) | | | |
| 7 | Is the training program at least 4 weeks in length for officers with less than 2 years of experience? (section III.B.3) | | | |
| 8 | Does a trainee spend time on at least 2 shifts and have at least 2 training officers (when possible)? (section III.B.3) | | | |
| 9 | Are Probationary Police Officers evaluated monthly by their immediate supervisor until the completion of their first year of service? (section III.B.3.b) | | | |
| 10 | Does the training program cover policy, SOP, patrol procedures and frequent tasks performed by officers? (section III.B.5) | | | |
| 11 | Are standardized evaluation techniques that measure the trainee's competency in the required skills, knowledge, and abilities used? (section III.B.5.b) | | | |
| 12 | Does the trainee receive weekly evaluations that they can review and sign? (section III.B.5.c) | | | |
| 13 | Are their provisions for remedial training in problem areas? (section III.B.6) | | | |
| 14 | Have any trainees failed to successfully complete the Field Training Program since the last inspection? (section III.B.8) | | | |
| 15 | Is there selection criteria for Field Training Officers? (section III.C.1-2) | | | |
| 16 | Have all Field Training Officer's successfully completed a TCLEOSE approved field training program? (section III.C.3) | | | |
| 17 | Do Field Training Officers receive periodic in-service training on field training relevant material? (setion III.C.3) | | | |
| 18 | Are FTOs evaluated by their supervisor, the Field Training Supervisor and the trainee? (section III.C.4,6) | | | |
| 19 | Does the department conduct an annual review of the effectiveness of the Field Training Program? (section III.D.1) | | | |
| 20 | Has the department submitted reports to the Director documenting the annual program review? (section III.D.2) | | | |
| 21 | Does the department have a field training program for Telecommunication Operators and Public Safety Officers? (section III.E.1-2) | | | |
| 22 | Are the department's SOPs or policies consistent with this policy? | | | |