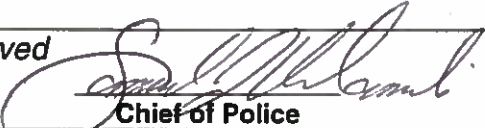


**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date September 9, 2015		Amended Date June 21, 2017		Directive 3.04.1	
Subject Field Training Program					
Reference			Approved  Chief of Police		
Distribution All Personnel City Manager City Attorney		TPCA Best Practices Recognition Program Reference 3.12; 3.13; 3.14; 3.15; 3.16		Review Date June 21, 2017	
				Pages 5	

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.

Officers receive their basic peace officer training in an academy setting. While this training is essential to the making of a competent police officer, additional training is needed to familiarize any officer, regardless of prior experience, with the operational policies, procedures, and practices of this department and this community.

This training takes place during a field training program. Experienced officers who have been trained as field training officers are used to instruct new officers to ensure that our officers are trained and capable of performing their duties.

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 3.12)

1. The Lancaster Police Department's Field Training Program is seventeen (17) weeks in duration. The program is divided into four (4) phases, which are outlined below.
 - a. 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.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date September 9, 2015	Amended Date June 21, 2017	Directive 3.04.1
Subject Field Training Program		

- b. 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.
- c. 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.
- d. Phase 4 (Ghost Phase) – This phase 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.

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 one (1) month 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 one (1) month and the officer must be able to perform their duties at a "Solo Level Officer" before being released from field training.
- 3. Eligible officers 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 or should not be released from the Field Training Program at this time. The memorandum shall provide justification for either recommendation.
- 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.
- 6. All eligible officers unable to successfully complete an 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 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 Training course prior to assuming 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.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date September 9, 2015	Amended Date June 21, 2017	Directive 3.04.1
Subject Field Training Program		

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 policies, evaluation forms and expectations for the department's field training program. Further orientations 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.

E. FIELD TRAINING OFFICER PROCESS REVIEW (TPCA 3.14)

1. The Field Training Supervisor will schedule a meeting annually 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 annual meeting. The documentation must include the date of the meeting, who was in attendance at the meeting, recommendations of 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 Assistant Chief of Police that shall include any request of change to the program along with how the change will benefit the program. The Operation Division Assistant Chief of Police will forward the request to the Chief of Police for consideration.

F. TRAINING EVALUATIONS (TPCA 3.15)

1. During the Field Training Program, the recruit officer shall receive additional training and evaluations 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 Field 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 the 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 the 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 filing.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 9, 2015	<i>Amended Date</i> June 21, 2017	<i>Directive</i> 3.04.1
<i>Subject</i> Field Training Program		

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 report to the Operation Division Assistant 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 a recruit officer advancing to the next phase of training, the Field Training Supervisor, the current phase Field Training Officer and the upcoming phase 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 Officers 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.
9. At the end of the last phase of training, the Field Training Officer will complete an 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 last phase of training Field Training Officer, the Field Training Supervisor 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 who complete the field training program will be assigned to a patrol shift. The shift supervisor shall conduct a quarterly evaluation on the officer until the officer has completed their probation period as set out by the City of Lancaster Local Civil Service Rules Chapter B, Section 027. The shift supervisor will submit the quarterly evaluation to the Field Training Supervisor.

G. 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.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 9, 2015	<i>Amended Date</i> June 21, 2017	<i>Directive</i> 3.04.1
<i>Subject</i> 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.

H. 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 ensuring compliance with the provisions and intent of this directive.