



**OFFICE OF THE DIRECTOR OF POLICE  
THE UNIVERSITY OF TEXAS SYSTEM  
POLICY AND PROCEDURE MANUAL**



Subject <b>FIELD TRAINING</b>			Policy Number <b>312</b>
Effective Date November 2, 2011	Revision Date April 8, 2019	Reevaluation Date Annually	Number of Pages 5
Reference Standards TPCA: 3.12, 3.13, 3.14, 3.15, 3.16 CALEA: 33.4.3 IACLEA: 6.2.2		Rescinds or Amends Policy Number	

**I. PURPOSE**

The purpose of this written directive is to outline the policy on Field Training and establish the procedures to be used in the Field Training Program, which is mandatory for all UT System commissioned peace officers.

**II. POLICY**

It is our policy that all employees receive such training as mandated by the State and as required to perform their specific jobs, with additional instruction in those areas required for the proper performance of specific job tasks.

Officers receive their basic peace officer training in an academy setting. That training is the foundation for competence, but additional training (Field Training Program) is needed to familiarize any officer, regardless of prior experience, with the operational policies, procedures, and practices of this agency and The University of Texas System.

**III. PROCEDURES**

**A. Organization and Administration**

The authority and responsibility for the field training of sworn officers shall be vested in the Field Training Program Supervisor who is assigned those duties by the Chief of Police.

**B. Field Training Program Requirements**

1. Probationary officers, after successful completion of the basic police academy are required to immediately complete the Field Training Program prior to being released for full field duty.

2. Two field training program models have been approved by the Office of the Director of Police, UT System, and are authorized for use: the San Jose/FTO Model or the Reno/PTO Model. Applicable program guide templates are found as annexes to this directive.
3. The training period for probationary officers shall be divided into phases based upon department needs and the officer will rotate to at least one different shift during training. The probationary officer should rotate to at least one different FTO, if possible, during the training program.
  - a) The Field Training Program will not be less than four calendar weeks in duration for probationary Police Officers with less than two years of prior sworn service. In unique circumstances, there may be accelerated progress through the Field Training Program. Such situations will require the approval of the Field Training Supervisor.
  - b) Following the successful completion of the Field Training Program, Probationary Police Officers shall be evaluated monthly by their immediate supervisor until the completion of the first year of service.
4. New officers who have at least two years prior service as a sworn peace officer may complete an abbreviated Field Training Program as determined by the Field Training Supervisor.
5. During the Field Training Program, the probationary officer shall receive additional training and evaluations in areas such as department policy, procedures, rules, regulations, patrol procedures, and other related areas as outlined in the Field Training Manual.
  - a) The Field Training Program shall identify the tasks most frequently performed by officers and evaluate the probationary officer's job performance in those dimensions.
  - b) Standardized evaluation techniques designed to measure the probationary officer's competency in the required skills, knowledge, and abilities shall be used.
  - c) Probationary officers will be evaluated by their Field Training Officer no less than weekly and the evaluation will be discussed with the probationary officer. The probationary officer and FTO will sign the evaluation and it will be retained with training documents as outlined. If the probationary officer disagrees with the comments or ratings, the probationary officer may note that disagreement on the evaluation and request review by the Field Training Supervisor.
6. The field training period may be extended when the performance of the probationary officer indicates additional training is needed. That specific training need will be documented in prior FTO evaluations. Extensions will be of limited duration with specific purposes outlined and approved by the Field Training Supervisor. A second extension of field training will require review for officer retention and the approval of the Chief of Police.

7. The Field Training Supervisor will maintain ongoing communication with those who serve as FTOs to assist in the identification and resolution of training problems and for ongoing program evaluation.
8. Failure to successfully complete the Field Training Program will result in the termination of the trainee.

C. Field Training Officer Selection and Training

1. Selection of Field Training Officers will be based on the best officers available for the assignment and those that represent the true mission and values of the agency.
2. The Chief of Police will appoint Field Training Officers based upon stated criteria and the recommendations of his/her staff, to include the Field Training Supervisor. The selection criteria may include, but is not limited to, previous performance evaluations, activity levels, complaints and commendations as well as advanced training and formal education.
3. Field Training Officers will successfully complete an approved field training officer program that meets TCOLE standards prior to assignment as an FTO. All active Field Training Officers will participate in both FTO orientation and local periodic in-service training.
4. Field Training Officers training effectiveness shall be evaluated by their immediate supervisor and the Field Training Supervisor.
5. Field Training Officers shall conduct their training and complete required reports and evaluations as outlined in the Field Training Manual.
6. Probationary officers and lateral sworn officers shall evaluate each FTO from whom they have received training as an element of the FTO program. This evaluation will be in writing, using the appropriate form, as outlined in the Field Training Manual.

D. Periodic Program Review

1. Annually, the Field Training Supervisor or other person designated by the Chief of Police will meet with all Field Training Officers to review the conduct of the FTO Program and determine if changes are required in the program.
2. A report of the findings of that meeting shall be forwarded to the Director of Police to include recommendations for change as required.

E. Other Field Training Programs

1. Police Dispatchers (Telecommunicators) and Public Safety Officers will complete a field training program that is tailored to their roles and responsibilities.
2. These other field training programs will mirror that of the Police Officer Field Training Program in structure, but not in content. These other programs will be designed so that:

- a) The Field Training Program shall identify the tasks most frequently performed by the employee and evaluate that probationary employee's job performance in those dimensions.
- b) Standardized evaluation techniques designed to measure the employee's competency in the required skills, knowledge, and abilities shall be used.
- c) Employees will be evaluated by their Field Trainer and those evaluations will be discussed with the employee. The employee and Field Trainer will sign the evaluation and it will be retained as outlined. If the employee disagrees with any comments or ratings, the employee may note that disagreement on the form and request review by the Field Training Supervisor.
- d) The field training period may be extended when the performance of the employee indicates additional training is needed. That specific training need will be documented in prior FTO evaluations. Extensions will be of limited duration with specific purposes outlined and approved by the Field Training Supervisor. A second extension of field training will require review for employee retention and the approval of the Chief of Police.
- e) In unique circumstances, there may be accelerated progress through the field training period. Such situations will require the approval of the Field Training Supervisor.

F. Campus Community Engagement

1. Opportunities for active engagement with the campus community may occur during the Field Training Program. Those opportunities should be sought and the performance of the probationary Police Officer or other employee should be noted.
2. Field Training Program participation may highlight an undetected campus safety and security issue. Such issues should be assessed and reported to the department chain of command supervisors immediately for correction.

G. Remedial Training and Fitness for Duty Due to Absence or Other Circumstances

1. An Officer's fitness for unrestricted field duty may be legitimately questioned due to an extended absence, physical injury, emotional health or other issue. In such situations, the Chief of Police should be prepared to articulate with specificity the concerns about the individual officer's fitness and respond accordingly.
2. Under the provisions of Code of Conduct, Policy 212, Section IV, D 1, the Chief of Police or Director of Police have the right to require an Officer to participate in testing or counseling by a psychiatrist or psychologist; as well as requiring an Officer to undergo an examination or testing by a physician.
3. Similarly, the Chief of Police or Director of Police may formulate and direct an Officer to complete a modified field training program to address law enforcement field craft using the general structure as outlined in Field Training, Policy 312. That additional training will address operational policies, procedures and

practices of this agency and The University of Texas System. The content and duration of that modified field training program will be appropriate to the specific situation and will be considered as an element in the decision to return an Officer to unrestricted field duty.



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Michael J. Heidingsfield  
Director of Police

Changes/Amendments since last revision

Added Paragraph III. G. which includes new language that will allow a chief, among other circumstances, to require an officer returning from a military tour of duty to participate in a modified field training program to ensure his/her successful reintegration into the department. July 8, 2013.