

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 3.21
		Issue Date: July 12, 2011
		Revision Date: June 22, 2015; March 31, 2017; October 18, 2017
CHAPTER: Organization, Management and Administration		Related Policy: G.O. 3.24 (Special Teams)
SUBJECT: Field Training Officer Selection Process		Related Laws:

POLICY: Lane County Adult Corrections, Administrative and Police Services Divisions will establish a process by which Field Training Officers (FTO) for all sections under the Division are selected and trained.

RULE: The Police Services, Adult Corrections and Administrative Field Training Officer selection process will be conducted on an annual basis. Selections will be based on memorandums of interest and supervisory input. Minimum requirements for a FTO, that need to be continuously maintained after selection, are:

1. Two years of corrections experience; two years of Police or Jail Records experience, three years of Communication experience, or three years of police services experience;
2. Last evaluation with at least an overall "Exceeds Expectation" rating;
3. Receive at least "Exceeds Expectation" in Communications on last evaluation;
4. Professional appearance and presence;
5. Receive at least "Exceeds Expectation" in Knowledge on last evaluation;
6. Receive at least "Exceeds Expectation" in Adaptability on last evaluation;
7. Has not received discipline of a written reprimand or greater within the past year;
8. For Police Services and Corrections recruitment: ability and willingness to be trained to work all applicable duty position within the Candidate's appropriate section;

PROCEDURE:

I. FTO Selection

- A. In November of each calendar year, the Police Services, Corrections, and Support Services Manager or Field Training Officer Supervisors will solicit memorandums of interest from Police Services, Corrections, Jail Records, Police Records, and Communications staff desiring to become Field Training Officers. The selection process will be complete by January 1st.

Once selected an employee is not required to submit yearly memorandums of interest. Specialists are required to train and therefore do not need to submit a memorandum of interest.

1. Recruitment selection can occur prior to November, if there is a need to fill FTO vacancies.
2. If there are no FTO vacancies in a Division, the Division Commander can elect to not conduct an FTO selection process in November.

B Memorandums of Interest shall address the following areas:

1. Inmate or offender supervision techniques and philosophies (Corrections)
2. Styles and philosophy of policing (Patrol)
3. Any previous Field Training Officer or adult training experiences
4. Years of Police Services, Corrections, Jail Records, Police Records, or Communications experience
5. Education and training
6. Reasons for wanting to be a Field Training Officer

C. All selected employees who have not completed either a Field or Corrections Training and Evaluation Program course shall be scheduled to attend an LCSO Field or Corrections Training and Evaluation Program (FTEP or CTEP) class prior to assuming Field Training Officer responsibilities.

1. Field Training Officers who have not received FTEP or CTEP training can be utilized periodically for training assignments when legitimate need exists to fulfill new hire training requirements, at the discretion of the FTO Supervisor.

D. Selected FTOs may assist supervisors in the evaluation of existing processes, make recommendations for changes in policy, and may assist in the selection of new or reassigned employees by participating in oral boards.

E. The Division Commander may modify the minimum requirements to accommodate Division training needs.

II. FTO Removal

- A. In the event that a FTO's performance, in their role as an FTO, is substandard, the FTO Supervisor will notify the FTO of the concern and give the FTO opportunity to improve on their performance. The Supervisor will document the performance issue while at the same time attempting to assist the FTO in improving their performance through training and counseling. If the FTO fails to respond to the counseling of the FTO Supervisor and training in a timely manner, the FTO will be removed from the FTO program. The FTO Supervisor is responsible for adequately documenting any such performance issues that are serious enough in nature to necessitate removing the employee from the FTO program.
- B. If a current Field Training Officer desires to discontinue the program, they can do so at any time by submitting a written memorandum to the FTO Supervisor. They may re-apply during the next FTO selection process.
- C. Supervisors have the discretion to temporarily suspend FTO responsibilities at the initiation of an internal investigation if it is believed to be in the best interest of the trainee, the department, or the FTO.
 - 1. The FTO will be notified in writing of the suspension of FTO responsibilities and again in writing when the suspension is lifted.
 - 2. The temporary suspensions of FTO responsibilities will adhere to current labor laws and collective bargaining agreement.
 - 3. If the FTO had a trainee at the time of the suspension, the FTO will continue to receive FTO pay during the suspension for the time in which the trainee would have been with the FTO.
- D. A FTO can be removed from the FTO program if at any time they do not meet the minimum requirements of an FTO.
- E. An employee who has been removed from the FTO program can reapply at the next selection process in which they meet the minimum requirements.