

NAME:

LAST

FIRST

MIDDLE

№ 1308



STATE OF OREGON

BOARD ON POLICE STANDARDS AND TRAINING

FIELD TRAINING MANUAL

FOR

POLICE RECRUITS

• 17303

BOARD ON POLICE STANDARDS AND TRAINING MANUAL ON
FIELD TRAINING FOR POLICE RECRUITS

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This manual is the property of the Board on Police Standards and Training. It has been issued to:

Name of Department

for the purpose of training _____

Recruit's Name

Upon completion of the Field Training Program return this completed manual to the Board.

Included in this manual are sample forms (BPST #F-21 and BPST #F-22) as well as the actual forms BPST #F-23 and BPST #F-24.

Additional forms #F-21 and #F-22 will be furnished each department to be used and retained by the department.

DATE RECRUIT HIRED: _____

BASIC RECRUIT TRAINING: _____

Date

Place

Class No.

FIELD TRAINING COMPLETED: _____

Date

NOTE: The Field Training Manual containing the Field Training Record (BPST #F-23) and Instruction Guide (BPST #F-24) must be forwarded to the Board on Police Standards and Training upon completion to receive 50 hours training credit toward certification.

FIELD TRAINING PROCEDURES FOR POLICE RECRUITS

I. What is Field Training?

Field Training is a process by which an individual recruit receives formal instruction on the job for special and defined purposes. As part of the recruit training process, a trainee will be assigned to a Field Training Officer (coach) who is a police officer especially prepared for this type of training. The recruit will have various police duties and procedures explained and demonstrated to him. As often as practical, the recruit will be required to perform the tasks.

The Field Training is designed to run approximately twelve (12) weeks. It is possible, however, to complete the program in less time if a full-time coach-recruit relationship exists without constant interruption by other duties. Upon satisfactory completion of the program and submission of the properly executed forms, 50 hours certified training credit will be granted the recruit towards the minimum basic training requirement.

II. Purposes of Field Training

The specialized nature of police work is widely recognized. Formal classroom training and limited demonstration cannot teach the recruit all he needs to know. Therefore, the recruit needs on-the-job training which is the purpose of this program.

This field training phase is intended to give the new recruit instruction, direction, supervision, guidance, and experience so that he may develop good judgment, efficiency, and good habits of conduct and appearance. Field Training will serve as an evaluation of both the recruit and the curriculum of the training school. The field training period also serves to aid in determining if the recruit meets all the requirements to become a permanent member of the force.

III. Important Factors in the Field Training Program

The Field Training program is designed to be of the most benefit to a trainee if it is administered after the trainee has completed at least 200 hours of classroom instruction. This classroom instruction should be devoted to basic orientation, laws of arrest, use of firearms, firearms training on the range, and other procedures which should not be postponed. This gives the recruit the basic knowledge and skills needed to operate in the field with a Field Training Officer. For a recruit to obtain the utmost benefit from the classroom instruction, a week, or even two weeks of orientation in his own department is recommended so that he can better apply his classroom training.

As part of the instructional process, it is necessary that Field Training be conducted in a manner designed to develop the technically skilled and professionally oriented officer. Success of the Field Training program requires the following:

1. Field Training Officers be carefully chosen from the most skilled and effective officers on the force.
2. F.T.Os. must possess the ability to communicate their knowledge and skills to the recruit officer.
3. F.T.Os. must reflect the highest levels of personal integrity, character and maturity. The use of lazy or unmotivated officers must be avoided.
4. Primary training, defining the F.T.O's. duties, responsibilities and authority must be provided.
5. In-service training for F.T.Os. covering the latest police techniques, departmental policies, and field training concepts must be provided. Regularly scheduled in-service training will also serve to standardize grading and other program mechanics as well as to provide a continuing evaluation of recruit development and of the program.

IV. Responsibility of the Unit Commander*

When a recruit is assigned to a unit for training, the Unit Commander will be responsible for the following:

1. Introduction of the recruit to as many personnel as possible.

*Unit Commander can be a shift commander, division head, shift sergeant, or anyone who has responsibility of supervising the Field Training Officer.

2. Familiarization of the recruit with basic operations of the unit. This should be done by the watch-listen-learn method and not by actual performance of duties.
3. Assignment of the recruit together with his appointed F.T.O. to a sector or beat which will provide the recruit fullest opportunity for orientation during the on-the-job Field Training period. The recruit shall be assigned to one F.T.O. at a time. It may be beneficial to the recruit to be assigned to more than one F.T.O. before completion of the Field Training period so that he can see different personalities in operation and different methods used.
4. Each week the Unit Commander should discuss with the F.T.O. the progress of the recruit in his Field Training program.
5. The Unit Commander should personally consult with the recruit and the F.T.O. when the F.T.O. believes the recruit will not develop into a successful police officer. If the Unit Commander, after consultation, is of the opinion that the recruit is not likely to become a successful police officer, he should immediately make his opinions and recommendations known to the proper authority.
6. The Unit Commander will submit the completed F.T.O. Weekly Progress Report, Evaluation Report, Instruction Guide and the Training Record Form to the department head or to the proper authority for transmittal to the department head.

V. Responsibility of the Field Training Officer

The Field Training Officer should have complete responsibility of the recruit during the Field Training assignment. The recruit should always work with the assigned F.T.O. and should have the same days off and the same work schedule whenever this is practical.

The F.T.O. will insure that the recruit is familiar with the complete operations of headquarters, including the communications operation, records facility, detective and juvenile offices, etc.

Using the F.T.O. Instruction Guide (BPST #F-24), the F.T.O. shall:

1. Explain operational procedures and existing policy on all activity encountered during the Field Training period.
2. Acquaint the recruit with the entire district, including the shortest routes to various points in the area. He shall make the recruit aware of the location of all public buildings in the district, of potential trouble spots, of areas subject to higher criminal activity, the physical hazards that exist which would tend to give cover to criminal operations, and any other information which would assist the recruit in efficient patrol operation.
3. Encourage the recruit to look for violations of the law, estimated speeds of vehicles, study descriptive data on the various makes and models of automobiles, and so on.
4. Demonstrate the fundamental procedures in the operation of police vehicles. The recruit shall be required to demonstrate his ability to operate a police vehicle within the first two-week period.
5. Direct, guide, explain, and demonstrate the fundamentals of police work until he is satisfied the recruit completely understands how and why duties are performed in a certain manner. He should stress police ethics; public, human, and community relations.
6. Examine the recruit by questioning him on patrol operations and his knowledge of all the other procedures relating to the job. This questioning should be constant throughout the Field Training period.
7. Allow the recruit to perform such tasks as he feels the recruit is competent and ready to assume.
8. Place his initials and the date in the proper column of the Instruction Guide when he has explained and demonstrated the listed task.

During the Field Training period, the F.T.O. will be observing and evaluating the recruit's performance. A meaningful evaluation is possible only if the F.T.O. affords the recruit the fullest opportunity to learn. It should be the aim of every F.T.O. to start the recruit on the way to becoming the best police officer in the organization.

If at any time during the Field Training period the F.T.O. is of the opinion that the recruit will not develop into a successful police officer, the F.T.O. shall notify his Unit Commander. This

notification can be as a result of but is not limited to the following: lack of interest or ability, poor or improper conduct, inefficiency, incompetency, or anything of this nature.

VI. Description of Field Training Forms and Their Use

1. FIELD TRAINING OFFICER WEEKLY PROGRESS REPORT (BPST #F-21)

To be executed by the F.T.O. (coach) at the completion of each week. The F.T.O. should consult with the appropriate official to determine what an acceptable norm or average would be in the seven areas to be evaluated. The F.T.O. should be demanding but fair in the "general progress to date" section. His comments should be specific and should contain recommendations as to how the recruit can improve any unsatisfactory ratings. The Weekly Progress Report shall be forwarded to the Unit Commander after completion.

2. FIELD TRAINING OFFICER EVALUATION REPORT (BPST #F-22)

To be executed by each F.T.O. who has been assigned to the recruit at the completion of the Field Training program. The comments should be specific in each of the nine areas to be evaluated. The written summary portion of the evaluation should contain an overview of the entire period of time covered by the report. It should cover the particular points used to justify the Field Training Officers' recommendations to release the recruit to regular assignments or not, as the case may be. To be forwarded to the Unit Commander upon completion.

3. FIELD TRAINING RECORD (BPST #F-23)

This record will be filed in the BPST office and will enable the staff to quickly determine who the Field Training Officers were in the case of each recruit, what assignments were covered during the Field Training period, when the assignments were completed, name of supervisor accepting the record of completion, a record of the recruit signing and attesting that he has been instructed in all the items listed in the F.T.O. Instruction Guide, and, finally, a record of the department head attesting that the recruit has satisfactorily completed the Field Training program.

THIS RECORD MUST BE FORWARDED TO THE BOARD ON POLICE STANDARDS AND TRAINING AFTER COMPLETION TO RECEIVE 50 HOURS TRAINING CREDIT TOWARD CERTIFICATION. It is recommended that a copy of this record be retained in recruit's personnel file within his own dept.

4. FIELD TRAINING OFFICER INSTRUCTION GUIDE (BPST #F-24)

This guide is a listing of basic police responsibilities, tasks, and procedures that each recruit should be familiar with and have at least an adequate amount of skill in performing. The guide poses numerous common police activities and provides a method of qualitatively evaluating the situations which the recruit experiences and his reaction to them.

The F.T.O. should allow sufficient time for explaining each listed situation. He should explain and demonstrate (if appropriate) the situation or task before requiring the recruit to perform or practice the task, if performance is necessary to gain knowledge or skill. Many of the procedures will not require performance, only understanding, by the recruit. When such a situation exists, the F.T.O. should write N/A (not appropriate) in the spaces provided for demonstration and practice. If a listed task or procedure does not apply to your particular department write N/A in all three spaces.

The Field Training Officer Instruction Guide is to be brought up to date at the end of each day's training.

Upon completion of the F.T.O. Instruction Guide, the F.T.O. should submit the guide to the Unit Commander for his further action.

THIS RECORD MUST BE FORWARDED TO THE BOARD ON POLICE STANDARDS AND TRAINING AFTER COMPLETION TO RECEIVE 50 HOURS TRAINING CREDIT TOWARD CERTIFICATION.

VII. Disposition of Completed Forms

Completed F.T.O. Weekly Progress Reports (BPST #F-21) and Evaluation Reports (BPST #F-22) should be maintained in the recruit's personnel file within his own department. THE FIELD TRAINING MANUAL CONTAINING THE FIELD TRAINING RECORD (BPST #F-23) AND INSTRUCTION GUIDE (BPST #F-24) MUST BE FORWARDED TO THE BOARD ON POLICE STANDARDS AND TRAINING UPON COMPLETION. This is necessary as successful completion of this program is one of the minimum training standards to be met for certification.

It is recommended that a copy of all forms be maintained in the recruit's personnel file within his own department.

(Sample Form)

FIELD TRAINING OFFICER WEEKLY PROGRESS REPORT

1. NAME OF RECRUIT			2. RECRUIT CLASS NO.		3. REPORT DATE	
LAST	FIRST	MIDDLE				
4. FIELD ASSIGNMENT			5. WEEKLY PERIOD (CHECK APPROPRIATE BOX)			
			1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
			5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>
			9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>
Check appropriate boxes in the rating areas shown below. Since this form will assist you in preparing your final evaluation of the trainee, be as objective as possible. If you wish to elaborate further on a particular rating, identify the item under comments and make your written evaluation.						
FACTOR			NEEDS IMPROVEMENT		ACCEPTABLE	
			Inadequate	Fair	Average	Good
6. APPEARANCE						
Uniform, leather and equipment			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posture and carriage (cruiser, office, public places)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal (cleanliness, hair, nails, shave)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. COOPERATION AND LOYALTY						
Works toward a common end with others			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to assume additional responsibility			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports his superiors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good team worker			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. INTEREST AND ATTITUDE						
Seeks help with problems			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to learn			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude toward constructive criticism			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts direction and discipline			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude toward department policies			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows pride in his work			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes to good morale			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidence in himself			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. PUBLIC CONTACT						
Attitude toward citizens			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to express himself and communicate			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ease and bearing			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tact and discretion			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self control			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. JUDGMENT						
Common sense			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment under pressure			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTIONS
(BPST #F-21)

These instructions are intended to answer the questions which most frequently arise in the use of this form.

Following are detailed instructions for the completion of each numbered item on the form.

1. **NAME OF RECRUIT:** Last name first. Full name is required.
2. **RECRUIT CLASS NUMBER:** Insert the number assigned to the recruit class attended by the trainee. If trainee has not attended a basic recruit class, so note in this space.
3. **REPORT DATE:** Date this form is executed by the Field Training Officer.
4. **FIELD ASSIGNMENT:** Show the assignment of the F.T.O. and recruit for the week being reported on, i.e. patrol, accident investigation, traffic, etc.
5. **WEEKLY PERIOD:** Place an X in the appropriate box designating which week of Field Training the progress report covers.
6. through 12. **FACTORS:** F.T.O. should place an X in the box that most clearly denotes an accurate evaluation of the recruit.
13. **GENERAL PROGRESS TO DATE:** Place an X in the box that most clearly denotes this fact, being demanding but fair.
14. **COMMENTS:** Make specific written comments on any unsatisfactory rating. Comments should include recommendations as to how the recruit can improve any ratings in "needs improvement" columns.
15. **FIELD TRAINING OFFICER SIGNATURE:** F.T.O. signs in this space prior to submission to Unit Commander.
16. and 17. **UNIT COMMANDER SIGNATURE AND DATE:** Unit Commander signs and shows date. This should only be done after he has read the Weekly Progress Report and discussed the progress of the recruit in the program.

NOTE: F.T.O. should execute this form after completion of each week's field training. Form is to be forwarded to unit commander after execution.

APPENDIX A

FACTOR	NEEDS IMPROVEMENT		ACCEPTABLE		
	Inadequate	Fair	Average	Good	Outstanding
11. DRIVING ABILITY					
Exercises speed control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Familiar with defensive driving practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly uses red light and siren	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows the hazards of high-speed driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands importance of safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks vehicle properly during officer-violator contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. REPORT WRITING					
Able to express himself in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses proper grammar and punctuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Produces accurate, complete and neat reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Familiar with department reports and understands their purpose and use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to use dictation equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. GENERAL PROGRESS TO DATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. COMMENTS					
15. FIELD TRAINING OFFICER SIGNATURE		16. UNIT COMMANDER SIGNATURE			17. DATE

FIELD TRAINING OFFICER EVALUATION REPORT

1. NAME OF RECRUIT			2. RECRUIT CLASS #	3. REPORT DATE
LAST	FIRST	MIDDLE		
4. FIELD ASSIGNMENT			5. FIELD ASSIGNMENT DATES	
			FROM _____ TO _____	
			FROM _____ TO _____	
			FROM _____ TO _____	
FACTOR			COMMENT	
<p>6. ENFORCEMENT CONTACTS</p> <p>Evaluate trainee's (1) knowledge of traffic and criminal laws and pertinent departmental policies and procedures; (2) judgment in issuing citations and warnings, and in effecting arrests; and (3) ability in detecting, pursuing and apprehending violators and his skill in applying established methods and tactics during enforcement contacts.</p>				
<p>7. PUBLIC CONTACTS</p> <p>What is his attitude, conduct and language in public places? Does he discuss police activity in public? What appearance and manner does he present to the public? Is he at ease or ill at ease when meeting the public? Does he expect and accept free handouts?</p>				
<p>8. RELATIONS WITH OFFICIAL AGENCIES</p> <p>How does he get along with representatives of other law enforcement agencies? Does he have a friendly and cooperative attitude with employees of other official agencies?</p>				
<p>9. ACCIDENT INVESTIGATIONS</p> <p>Does he understand and practice recommended procedures? Does he obtain all necessary information? Does he base his opinions on factual information?</p>				
<p>10. PATROL OPERATIONS</p> <p>Does he understand and practice proper patrol techniques? Can he identify potential hazards? Can he identify and is he familiar with high crime and traffic incident areas? Can he identify major thoroughfares and is he familiar with shortest routes to various places and topography?</p>				
<p>11. EMERGENCY SITUATIONS</p> <p>Does he have the ability to make proper decisions while under pressure? Can he recognize and correctly evaluate true emergency situations? Is he familiar with available resources for handling emergencies? Can he use approved first aid techniques?</p>				
<p>12. REPORT WRITING</p> <p>Does he express himself well? Does he use proper grammar and punctuation? Does he understand the difference between necessary and unnecessary material? Does he produce accurate, complete and neat reports? Is he familiar with all pertinent reports and does he understand their purpose and use?</p>				

**BOARD ON POLICE STANDARDS AND TRAINING
FIELD TRAINING RECORD**

1. Name of Recruit			2. Recruit Class Number (If Appropriate)	3. Date of Recruit Class (If Appropriate) and sponsoring dept.
LAST	FIRST	MIDDLE		
4. Name of Field Training Officer		5. Field Assignment	6. Field Training Dates (inclusive) FROM TO	
1.				
2.				
3.				
4.				
<p>This training guide is a listing of basic police responsibilities, tasks and procedures. The Field Training Officer (F.T.O.) will use this guide during the field training of a recruit. The F.T.O. will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. When the F.T.O. believes that the recruit is capable of handling a specific task, he will require the recruit to perform the task while he observes. The F.T.O. should pace himself to insure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily performed, the F.T.O. will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the F.T.O. should demonstrate the proper procedure for handling the situation and record such action at the end of the guide. IF A LISTED TASK DOES NOT APPLY TO YOUR DEPARTMENT, PLACE N/A (NOT APPLICABLE) IN THE ALLOTTED SPACE.</p>				
7. I have been instructed in all items as recorded in this Field Training Guide.			8.	
(Signature of Recruit)			Date	
9. Reviewed by:			10.	
(Signature of Training Reviewer—Title)			Date	
<p>11. I attest that the above-named recruit has satisfactorily completed the prescribed Field Training Program.</p>				
DEPARTMENT HEAD				

INSTRUCTIONS
(BPST #F-23)

These instructions are intended to answer the questions which most frequently arise in the use of this form.

Following are detailed instructions for the completion of each numbered item on the form.

1. **NAME OF RECRUIT:** Last name first. Full name is required.
2. **RECRUIT CLASS NUMBER:** Insert the number assigned to the recruit class attended by the trainee. If the trainee has not attended a basic recruit class, leave this space blank.
3. **DATE OF RECRUIT CLASS AND SPONSORING DEPARTMENT:** Insert the beginning and ending date of the basic recruit class attended by the trainee. Show which department conducted the recruit class. If the trainee has not attended a basic recruit class, leave this space blank.
4. **NAME OF FIELD TRAINING OFFICER:** List each F.T.O. assigned to coach the recruit.
5. **FIELD ASSIGNMENT:** List each assignment of the F.T.O. and recruit, i.e. patrol, accident investigation, traffic, etc.
6. **FIELD TRAINING DATES:** Indicate the date the recruit was assigned to each F.T.O. and date he was released.
7. **RECRUIT'S SIGNATURE:** Recruit must sign when he has been instructed in all items as recorded in the Field Training Guide (BPST #F-24).
8. **DATE OF RECRUIT'S SIGNATURE:** Show date recruit completed the Field Training Program and signed the record.
9. **SIGNATURE OF REVIEWING OFFICER:** The person reviewing the recruit's progress would sign here. This would be the Unit Commander, Training Division Commander or Department Head.
10. **DATE OF SIGNATURE OF REVIEWING OFFICER.**
11. **DEPARTMENT HEAD SIGNATURE:** Department Head signs when he has received documentation and is satisfied the recruit has satisfactorily completed the Field Training Program.

NOTE: THIS IS NOT A SAMPLE FORM. It should be executed as soon as is practical after the field training period is satisfactorily completed. Upon attesting and signing of this form by the department head, the Field Training Manual should be mailed to Board office without delay.

APPENDIX D

STATE OF OREGON
BOARD ON POLICE STANDARDS AND TRAINING

FIELD TRAINING OFFICER INSTRUCTION GUIDE

LAST FIRST (RECRUIT'S NAME) MIDDLE	Department		
	Explained	Demonstrated	Practiced
I. PERSONAL ITEMS			
1. Police and the public			
a. Do not congregate or loiter at crime scenes, coffee shops, stores, etc. _____			
b. Contacts _____			
c. Driving habits _____			
d. Full uniform correctly worn _____			
2. Command presence and courtesy _____			
3. Use of precaution, prepared for anything _____			
4. Personal conduct _____			
a. Smoking in public _____			
b. Offensive mannerisms and gestures _____			
c. Voice and word usage _____			
5. Acceptance of gratuities and rewards (departmental policies) _____			
6. Rapport with fellow officers and supervisors _____			
II. PREPARATION FOR PATROL			
1. Personal appearance and hygiene _____			
2. Uniform and equipment check and maintenance _____			
3. Locker _____			
4. Information necessary for patrol _____			
5. Roll-call procedures _____			

	Explained	Demonstrated	Practiced
6. Patrol vehicle and equipment inspection _____			
7. Servicing the police vehicle _____			
III. ARREST PROCEDURES			
1. When to effect an arrest (search and seizure, constitutional rights) _____			
2. How to effect an arrest			
a. Difference between felony and misdemeanor _____			
b. Using force _____			
c. Use of club, chemical agents and handcuffs _____			
d. Using the pistol _____			
e. Legal and moral aspects of shooting _____			
f. Citizen arrests _____			
3. How to search a person—(males and females) in the field and in jail or lockup _____			
4. Resisting arrest; book when resistance is real _____			
5. Interference with an officer's arrest _____			
6. Removing occupants from vehicles _____			
7. Information to be gathered at time of arrest _____			
8. Transporting prisoners to station			
a. Use of auto; alone, with another officer _____			
b. Patrol wagon; when to use, following to station _____			
c. Necessity for care and watchfulness, prevent prisoner from getting behind officer _____			
d. Extra precautions for selected prisoners _____			
e. Give mileage and radio check when bringing in females _____			

	Explained	Demonstrated	Practiced
9. Department policy on recommending attorneys, bail bondsmen _____			
10. Booking and searching operations at station _____			
11. Prisoner's property control procedures _____			
12. Handling prisoners in detention facility _____			
13. Proper clearances and release procedures _____			
14. Policies and procedures in use of misdemeanor citation in lieu of arrest _____			
IV. USE OF POLICE RADIO			
1. Use of car radio. (It is suggested that training officer do all transmitting for first few days until the recruit understands its use and proper codes.)			
a. Proper position to hold microphone _____			
b. Use normal voice _____			
c. Use of a logical accepted phonetic alphabet _____			
d. Department policy relative to placing microphone in a position that is readily available when out of car _____			
e. Be conscious of status of other cars. If another officer has something important happening, do not use radio except in emergencies _____			
f. Keep dispatcher informed of your status _____			
2. Learn radio code, phonetic alphabet and unit identification			
a. Indicate the most used and important code numbers _____			
b. The training officer should give test when he feels the recruit knows the radio codes _____			

F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
3. Each recruit shall be taken into the communications center for at least a 30-minute period. This should be with the approval of the shift commander. The following should be noted:			
a. Recruit should be shown how complaint dispatch cards are prepared and handled _____			
b. Shown the multiple responsibilities required of the communication section _____			
• Answering phones _____			
• Police radio _____			
• Point-to-point radio _____			
• Alarm set-up _____			
c. Explain teletype machine and general procedures _____			
d. Explain usage of the following: (if appropriate to your department)			
• "Hot Car" file _____			
• Emergency business data file _____			
• Wanted persons file _____			
• Teletype file _____			
• Stolen property file _____			
• "Status Board" and how it assists dispatchers in controlling police mobile units _____			
V. GENERAL OPERATING PROCEDURES			
1. Use of officer's notebook _____			
2. Field interrogation _____			
3. Questioning witnesses _____			
4. Statement-taking _____			
5. Obtaining descriptions of property _____			
6. Obtaining descriptions of persons _____			

F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
7. Report-writing _____			
8. Protecting a crime scene _____			
9. Handling evidence _____			
10. Using first aid _____			
11. Obtaining ambulance, tow trucks, fire apparatus _____			
12. Taking a dying declaration _____			
13. Checking permits and licenses, buildings, liquor establishments, etc., as per department policy _____			
VI. OFFICER'S RESPONSIBILITIES			
1. Purpose of patrol and general police responsibility _____			
2. Responsibility for crime, traffic and vice conditions on beat _____			
3. Rules affecting officer _____			
4. Types of patrol _____			
5. One-man patrol operations _____			
6. Patrol methods and techniques (day, evening and night shifts) _____			
7. Knowledge of beat; geography, persons, property, places and situations _____			
8. Observations and perception on patrol _____			
9. Developing contacts _____			
10. Follow-up instructions given by beat officer _____			
11. Officer's position in civil matters _____			
12. Relations with the public; prejudices, attitudes, etc. _____			
13. Relations with immediate supervisor _____			
14. Relations with command personnel _____			
15. Relations with investigative personnel _____			

F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
16. Relations with other governmental agencies _____			
17. Pitfalls to be avoided— _____			
18. Requests for assistance _____			
19. Duties in emergency situations _____			
20. Duties in doubtful cases; consult superior officer _____			
21. Knowledge of year, makes and models of automobiles _____			
VII. DRIVING TECHNIQUES			
1. Proper driving habits			
a. Public opinion regarding disobeying traffic laws _____			
b. Defensive driving _____			
c. Driving in inclement weather _____			
d. Proper parking _____			
2. Downtown congestion and residential driving techniques _____			
3. Answering routine, non-emergency calls _____			
4. Identification and apprehension of traffic violators _____			
a. Stopping violators so not to impede other traffic _____			
b. Use of red light, siren and spotlight _____			
(1) Daylight _____			
(2) Darkness _____			
c. Positioning patrol car in relation to violator _____			
5. Stopping wanted or stolen vehicles			
a. Obtain assistance and position them before making the stop _____			

F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
b. Where and how to park police car in relation to suspect car _____			
6. Pursuit driving (including policy) _____			
7. Tailing suspects _____			
8. Driving and parking in emergencies			
a. What constitutes an emergency _____			
b. Use of red light and siren _____			
c. How to approach a burglary-in-progress or prowler type call _____			
(1) Proper procedures for suspect at scene or running away _____			
(2) How to arrive at assigned position			
• Need for lights out _____			
• Eliminate noise _____			
• Direct or indirect approach to scene _____			
d. How to respond to robbery-in-progress calls _____			
e. How to proceed when assigned to a fire			
(1) Assist fire trucks through dangerous intersections and thoroughfares _____			
(2) Park in position where needed for traffic control _____			
• Watch for fire hydrants, hoses, etc. _____			
VIII. PATROL TACTICS			
1. Inspectional procedures and techniques			
a. Commercial store groups, i.e., shopping centers _____			
b. Vacation checks _____			
2. Open doors and windows _____			

F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
3. Finding a burglary, search of premises			
4. Residential burglary in progress			
5. Robbery in progress			
6. Bank alarm			
7. Suspicious character and prowler calls			
8. Searching yards and alleys			
9. Blockades			
10. Searching quadrant			
11. Stakeouts			
12. Man with a gun calls			
13. Conducting a raid			
14. Crowds, mobs and riots			
15. Demonstrations			
16. Strike duty			
17. General procedure when all officers are called out			
18. Bomb threats			
19. Guarding prisoner			
IX. GENERAL INVESTIGATIONS AS THEY APPLY TO ACTIONS OF RECRUITS			
1. Elements of pertinent crimes			
2. Preliminary investigation of a felony			
3. Modus operandi			
4. Investigation of murder, rape and assault			
5. Investigation of robbery			
6. Investigation of residential and commercial burglaries			
7. Investigation of safe burglary			

F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
8. Investigation of car theft			
9. Investigation of car believed to have been stolen			
10. Investigation of occupied suspicious cars			
11. Investigation of abandoned and unoccupied suspicious cars			
12. Investigation of stolen property			
13. Investigation of larcenies, shoplifting			
14. Investigation of purse-snatching and pickpocket			
15. Investigation of stolen auto accessories and theft from auto			
16. Investigation of stolen bikes			
17. Investigation of theft, all others			
18. Investigation of bad checks			
19. Investigation of frauds			
20. Investigation of embezzlements			
21. Investigation of extortion			
22. Investigation of counterfeiting			
23. Investigation of suicides and unexplained deaths			
24. Crime scene measurements, sketching, and photographs			
X. TRAFFIC PROCEDURES			
1. Police officer's responsibility for traffic			
2. Pertinent traffic laws and ordinances			
3. Enforcement index			
a. General explanation what it is and why it is used			
4. Selective enforcement			

	F.T.O. Initial & Dates		
	Explained	Demonstrated	Practiced
5. Recognizing traffic violation			
a. Evidence necessary for conviction _____			
b. Speeding violation _____			
c. Moving violation (non-speed) _____			
d. Equipment violation _____			
6. Approaching and handling traffic violator _____			
7. Enforcement			
a. Use of warning _____			
b. Use of citation _____			
c. Optional arrest _____			
d. When to arrest _____			
e. Use of warrant _____			
8. Parking violation enforcement _____			
9. Accident investigation			
a. Handling injuries _____			
b. Handling scene _____			
c. Locating drivers and witnesses _____			
d. Statements from drivers and witnesses _____			
e. Photographing, measuring and sketching traffic accidents _____			
f. How to determine responsibility _____			
10. How to recognize and proceed with a driving while intoxicated case			
a. Observations _____			
b. Sobriety report _____			
c. Chemical test—significance of chart or reading _____			

	F.T.O. Initial & Dates		
	Explained	Demonstrated	Practiced
11. Hit-run accident investigation			
a. Classification of offense _____			
b. Physical evidence left at scene _____			
c. Location of witnesses _____			
d. Possibility of following trail of evidence to responsible party _____			
e. Notify other police units of suspect vehicle _____			
12. Pedestrian violations _____			
13. Use of radar _____			
14. Vehicle identification; registration, license number and vehicle identification number _____			
15. Driver identification; operator license _____			
16. Traffic direction and control			
a. General rules of traffic control _____			
b. Standing where clearly visible _____			
c. At a street corner with and without signals _____			
d. At an accident scene _____			
e. Proper use of flares _____			
17. Police emergency escorts _____			
XI. VICE CONTROL			
1. Prostitution cases _____			
2. Gambling cases _____			
3. Liquor law violations _____			
4. Narcotic peddlers and addicts _____			
5. Marijuana _____			
6. Stimulant and depressant drugs; pills _____			
7. Contraband _____			

XII. JUVENILE PROCEDURES

	F.T.O. Initial & Dates		
	Explained	Demonstrated	Practiced
1. Juvenile involvement in crime _____			
2. Gaining respect of juveniles _____			
3. Policy in interviewing juveniles:			
a. Female juveniles should be talked to with matron present, or possibly in presence of mother, according to dept. policy and circumstances of case _____			
b. Neighborhood juveniles as a source of information. Don't endanger them by misuse of information _____			
4. Use of juvenile officers _____			
5. Selected cases _____			
a. Malicious mischief and BB guns _____			
b. Runaways _____			
c. Juvenile liquor law violations _____			
d. Glue sniffing _____			
e. Truancy _____			
f. Unfit home and child neglect cases _____			
g. Battered and abused child cases _____			
6. Juvenile gangs _____			
7. Relationship with agencies involved with juveniles; schools; recreation; welfare; probation; etc. _____			
8. Transporting juveniles to station or detention facility _____			
a. When and where, what documents are necessary _____			
b. Location and procedure on arrival _____			
c. Notification of parents _____			
9. Disposition of juvenile cases _____			

- 10. Juvenile traffic offender _____
- 11. Missing and found child _____

XIII. HANDLING PEOPLE

- 1. Questioning (constitutional rights) _____
- 2. Obtaining statements from suspects _____
- 3. Handling juvenile suspects _____
- 4. Wanted persons _____
- 5. Car prowlers _____
- 6. Lookouts _____
- 7. Beggars _____
- 8. Peddlers; door-to-door salesmen _____
- 9. Loiterers _____
- 10. Drunken persons _____
- 11. Sex perverts; exhibitionists, peeping toms _____
- 12. Transients _____
- 13. Vagrants _____
- 14. Missing persons _____
- 15. Mental cases _____
- 16. Injured persons and prisoners _____
- 17. Transporting persons to headquarters _____
- 18. Transporting juveniles _____

XIV. DISTURBANCE OF THE PEACE PROCEDURES

- 1. Neighborhood disputes _____
- 2. Family quarrels (special hazards) _____
- 3. Preserving the peace _____
- 4. Simple assault _____

	F.T.O. Initial & Dates		
	Explained	Demonstrated	Practiced
10. Juvenile traffic offender _____			
11. Missing and found child _____			
1. Questioning (constitutional rights) _____			
2. Obtaining statements from suspects _____			
3. Handling juvenile suspects _____			
4. Wanted persons _____			
5. Car prowlers _____			
6. Lookouts _____			
7. Beggars _____			
8. Peddlers; door-to-door salesmen _____			
9. Loiterers _____			
10. Drunken persons _____			
11. Sex perverts; exhibitionists, peeping toms _____			
12. Transients _____			
13. Vagrants _____			
14. Missing persons _____			
15. Mental cases _____			
16. Injured persons and prisoners _____			
17. Transporting persons to headquarters _____			
18. Transporting juveniles _____			
1. Neighborhood disputes _____			
2. Family quarrels (special hazards) _____			
3. Preserving the peace _____			
4. Simple assault _____			

F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
5. Nuisances _____			
6. Vehicular disturbance _____			
7. Loud noise, party, etc., complaints _____			
8. Street meetings _____			
9. Trespassing _____			

XV. PROPERTY CONTROL

1. Lost property _____			
2. Found property _____			
3. Safekeeping property _____			
4. Turning in property (found and for safekeeping) _____			
5. Prisoner's property _____			
6. Deceased person's property _____			
7. Destroying property _____			
8. How to impound a vehicle _____			
9. How to release or return property _____			

XVI EVIDENCE PROCEDURES

1. Differences between evidence and property _____			
2. Evidence records and reports _____			
3. Evidence packaging, marking and storage _____			
4. Evidence to be processed by laboratory _____			
5. Documentary evidence (checks, etc.) _____			
6. Vehicles seized as evidence (processing and release) _____			
7. Disposal (a) Release to owner _____			
(b) Other—Auction, destroy _____			

F.T.O. Initial & Dates

XVII. HAZARDS

	Explained	Demonstrated	Practiced
1. Types of hazards _____			
2. How to detect and report hazards _____			
3. Fire hazards _____			
4. Crime hazards _____			
5. Traffic hazards _____			
6. Insecure premises _____			
7. Protective devices _____			
8. Defective conditions in public property; street, sidewalk, etc. _____			
9. Attractive nuisances _____			
10. Live wires _____			
11. Light outages _____			

XVIII. ANIMAL COMPLAINTS

1. Found animals _____			
2. Wounded or injured animals _____			
3. Dead animals _____			
4. Shooting animals _____			
5. Animal bite cases _____			
6. Rabid animals _____			
7. Dog complaints _____			
8. Cruelty to animals _____			

XIX. CITIZENS' REQUESTS

1. Vacation checks _____			
2. Medical aid assistance _____			
3. Requests for assistance _____			
4. Invalids _____			
5. Lock outs _____			

F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
6. Landlord-tenant disputes _____			
7. Mechanic and baggage liens _____			
8. Failure-to-pay cases _____			
9. Citizen arrest requests _____			
10. Information and direction _____			
XX. INFORMATION			
1. General _____			
2. Sources of information available in district station _____			
3. Sources of information available in headquarters _____			
4. Obtaining record, warrant and vehicle checks _____			
5. Conducting record searches			
a. Alpha files _____			
b. Case (report) files _____			
c. Criminal history files _____			
d. Known offender and nickname files _____			
e. Mug shot files _____			
f. Warrant files _____			
g. Accident files _____			
h. Other files _____			
6. Information and assistance available from other official agencies			
a. Local _____			
b. County agencies _____			
c. State agencies _____			
d. Federal agencies _____			
7. Sources of information on beat _____			

F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
8. Press relations _____			
9. Use of police library _____			
XXI. MISCELLANEOUS RESPONSIBILITIES			
1. Handling public gatherings and parades _____			
2. Discovery of fire, duties at fire _____			
3. Abate attractive nuisances _____			
4. Cars parked in front of driveways _____			
5. Removing parked cars from private property _____			
6. Enforcing health and welfare ordinances; i.e., bonfire; dumping garbage _____			
7. Taxi ordinance _____			
8. Notifications, death messages _____			
9. Parks, waterways, game law violations _____			
10. Permits and licenses _____			
XXII. ORGANIZATIONAL PROCEDURES			
1. Checking on and off duty _____			
2. Days off _____			
3. Overtime _____			
4. Leaves of absence, vacations, military, death in family _____			
5. Sick and injury procedures, on and off duty _____			
6. Accident in police vehicle _____			
7. Checking out supplies and equipment _____			
8. Equipment and uniform regulations _____			
9. Care of police vehicles _____			

	F.T.O. Initial & Dates		
	Explained	Demonstrated	Practiced
10. Repair and maintenance of police vehicles _____			
11. Discharge of firearms _____			
12. Investigation of complaints against sworn members; procedures involved _____			
13. Disciplinary procedures _____			
14. Bureau mail _____			
15. Transfers _____			
16. Performance evaluation _____			
17. Outside employment regulation _____			
18. Change of address and phone number _____			
19. Served subpoena and appearance in civil case _____			
20. Contagious disease contact _____			
21. Court appearance _____			
XXIII. EXPLAIN THE USE AND/OR PREPARATION OF THE FOLLOWING FORMS			
1. Various field offense reports _____			
2. Vehicle accident report _____			
3. Arrest report _____			
4. Traffic citation _____			
5. Other citations and summonses, i.e., juvenile, misdemeanor, etc. _____			
6. Daily bulletin _____			
7. M.O. bulletin; crime and traffic analysis bulletins _____			
8. Stolen vehicle list _____			
9. Activity report _____			
10. Vacation, sick and injury reports _____			
11. Equipment and uniform damage or replacement claim _____			

	F.T.O. Initial & Dates		
	Explained	Demonstrated	Practiced
12. Manuals, report-writing; G.O.; rules and regulations, training; SOP's, etc. _____			
13. Business cards _____			
14. Statistical reports—daily, weekly, monthly _____			
15. Organization phone directory _____			
16. Field contact form _____			
17. Field sobriety form _____			
18. Hospital reports _____			
19. City vehicle accidents report _____			
XXIV LEGAL PROCESSES			
1. Obtaining complaints _____			
2. Search warrants _____			
3. Arrest warrants _____			
4. Extradition procedures _____			
5. Serving subpoenas _____			
6. Chain of evidence _____			
7. Rules of evidence _____			
8. Case preparation for court _____			
9. Courtroom testimony and demeanor _____			
XXV UNLISTED ITEMS (To be entered by FTO)			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			

END