


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 12.05</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: FIELD TRAINING PROGRAM</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Field Training Program Training Unit</p>	<p>State Certification Standards: 6.14</p>		

PURPOSE

The purpose of this General Order is to prescribe policies and procedures of the Rabun County Sheriff's Office for the Field Training and Evaluation Program.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that all newly sworn officers successfully complete a Field Training and Evaluation Program wherein the officer is monitored and progress reports are made to the Training Unit and to the officer's supervisor.

DISCUSSION

The training of employees is an integral part of an individual's career in law enforcement in general and with the Rabun County Sheriff's Office in particular. Training is the foundation for departmental effectiveness and individual productivity. It prepares employees to act correctly, decisively and ethically under a broad spectrum of circumstances. Training enhances organizational efficiency through the proper use of personnel and equipment resources in a manner that promotes cooperation and unity of purpose.

Basic mandate training can be considered the very basis of a law enforcement officer's training. The advanced training starts when the officer is exposed to the real life applications of what he or she has learned in the academy. The Rabun County Sheriff's Office is committed to providing its officers with the best training possible so that these officers can in turn perform their assigned activities in a more professional manner.

The provisions of the departmental Field Training Program are applicable to all officers assigned to the Uniform Patrol Division of the Rabun County Sheriff's Office. Officers assigned to the Uniform Patrol Division are required to successfully complete this program before they will be allowed to perform law enforcement duties without being under the direct supervision of a certified Field Training Officer. Only officers who have successfully completed the Georgia Basic Mandate Course, qualified with their assigned duty weapon, and received initial instruction in the departmental Use of Force policy will be enrolled in the Field Training Program.

Only officers who have successfully completed the Field Training Program will remain assigned to the Uniform Patrol Division. Officers who fail to successfully complete the program maybe be reassigned to the Rabun County Jail, if available, or terminated from the department.

The Rabun County Jail will maintain a field training program suitable to the needs of the Jail and maintained by the Training Officers assigned to the Rabun County Jail.

The duration of the department's Field Training Program is four weeks regardless of an employee's previous patrol experience. A standard Field Training and evaluation period for deputies with little or no patrol experience is 14 weeks in duration.

DEFINITIONS

ACADEMY — A facility at which agency or officer training programs are conducted; usually houses classrooms, gymnasium, library and officers for academy instructors and staff. Other facilities, such as a firing range and driver training track, are usually considered to be part of the academy, but may not be necessarily be located at the same site.

FIELD TRAINING — A structured and closely supervised program provided to recruit officers to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on the job situations.

FIELD TRAINING OFFICER (FTO) — An officer who has been carefully selected and trained to deliver the field training program to recruit officers.

IN-SERVICE TRAINING — Training in addition to recruit training, which may include periodic retraining or refresher training, specialized training, career development, promotional training, advance training, and roll call training.

RECRUIT TRAINING — The orientation of new officers to their jobs and the development of basic law enforcement skills.

SKILLS, KNOWLEDGE, AND ABILITIES — Skills are the proficiency with which an individual performs. Knowledge is a body of information or the understanding gained through learning, education, experience, or association. Abilities are processes required to perform the various job responsibilities.

I. MINIMUM REQUIREMENTS

Field Training Officer Certification

- A. Field Training Officers, or (selected officers) will be allowed to instruct and evaluate officers enrolled in the Field Training Program.

- B. The Georgia P.O.S.T. Council has established the following standards for persons applying for FTO certification:
 - 1. Possess a minimum of three years experience in law enforcement; and
 - 2. Complete a Georgia P.O.S.T. Council FTO course of instruction.
- C. In addition to the above minimum standards, FTO applicants must possess the following:
 - 1. Employment as a Deputy Sheriff with the Rabun County Sheriff's Office
 - 2. An ability to effectively communicate with and instruct others; and
 - 3. An excellent attitude towards the department and law enforcement.
- D. Upon the posting of FTO vacancies, individuals who satisfy the above minimum eligibility requirements may apply for FTO certification training by submitting a letter of intent through their chain of command.

II. PROCEDURES

- A. The Field Training Program consists of four phases, whereby the duties of the newly assigned officers in the Uniform Patrol Division will be closely monitored by a certified FTO:
 - 1. During this period, newly assigned officers will be assigned law enforcement duties on a rotational basis and be evaluated by an assigned FTO on different shifts as scheduled by the FTO Coordinator;
 - 2. Each newly assigned officer will receive a Daily and Weekly Observation Report during their assignment to a shift for training;
 - 3. An FTO will be required to complete the daily and weekly observation reports on their trainees; and
 - 4. The entire Field Training Program is published under separate cover to this policy.
- B. Each Field Training Officer will receive initial training certification form the Georgia P.O.S.T. Council, legal updates as needed, and other training as identified by the FTO Coordinator. Additionally, all field training officers will meet once a month to review current issues.
- C. The Field Training Officer Coordinator will be the appointed by the Chief Deputy or designee and will perform the following duties:
 - 1. Schedule duty assignments for those individuals enrolled in the Field Training Program after consulting with the Commander of the Uniform Patrol Division;
 - 2. Review observation reports to identify potential problem area;
 - 3. Assign remedial training when necessary;
 - 4. Mediate problems between FTO instructors and enrolled officers;
 - 5. Conduct FTO refresher training;

6. Ensure that all copies of training and reports are placed in the trainee's training file; and
7. Maintain liaison with the Training Director who will maintain contact with the Northeast Georgia Police Academy in order to update changes to the instruction provided during the Basic Mandate Course and FTO certification training.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County