



City of Racine Police Department
Policy and Procedure

Number: 328

Subject: Duties and Responsibilities - Field Training Officer		
Date issued: 2-23-90	Effective Date: 06-17-11	Revision Number: 5

1. Appointment. Field Training Officers (FTOs) shall be appointed by the Chief of Police upon the recommendation of the Position Selection Committee.
 - a. When acting as an FTO and addressing Training-related issues, he/she shall report to the Sergeant of Police – Training.
 - b. When addressing Patrol-related issues (not specific to the FTO program), he/she shall report to the Sergeant of Police – Patrol assigned as his/her immediate supervisor.
 - c. He/she shall maintain their assigned day off schedule on their assigned shift.
2. Duties and Responsibilities. An FTO, when assigned to a Probationary Officer, shall:
 - a. Be capable of performing all of the essential functions of a sworn police officer which include, at a minimum, but are not limited to the following:
 - 1) Regular and predictable attendance at work.
 - 2) Ability to get along with and work well with others.
 - 3) Ability to make forcible arrests.
 - 4) Ability to operate a motor vehicle under emergency conditions.
 - 5) Ability to qualify with Department firearms.
 - 6) Ability to write clear, concise, accurate reports.
 - 7) Ability to work with computers and programs used by the Department.
 - b. Have the knowledge of and obey all policies, procedures, rules, orders or directives pertaining specifically or generally to Police Patrol Officers.
 - c. Be responsible for the Probationary Officer's safety and development to the point that the Probationary Officer is sufficiently trained to function on his/her own as a police officer.
 - d. Present a positive role model for the probationary officer by maintaining a professional demeanor and appearance, and by adhering to the rules, regulations, policies and procedures of the Department.
 - e. Maintain a level of performance of duties that promote self-motivation and initiative.
 - f. Maintain a commitment to teaching a Probationary Officer and developing him/her to the best of their ability through:
 - 1) Effective communication of verbal orders and directions.
 - 2) Emphasizing the importance of neat, accurate and concise written communications.
 - 3) Utilizing all technology available to them, including but not limited to, MDC, MVRE, & Laser if certified.
 - g. Provide training while in the field using training methods approved by the Department and properly document the trainee's progress in their Probationary Officer's Manual.
 - h. Evaluate the Probationary Officer and continually assess his/her progress according to Department's standard evaluation guidelines.
 - 1) Promptly address any mistakes and/or deficient performance. Provide positive reinforcement for performance that meets or exceeds standards.
 - 2) Determine if remedial training is necessary and, if so, locate the proper resource(s) and implement the remedial training.
 - 3) Accurately record evaluations of performance and fully document any deficient performance that required or requires remedial training.
 - i. Frequently inspect the Probationary Officer's uniform and equipment for proper function and cleanliness.
 - j. Inspect all paperwork for neatness, content and completeness.
 - k. Immediately report violations of any policies, procedures, rules, regulations, or standard operating procedures, to your immediate Supervisor who will refer the matter to the Sergeant of Police – Field/Shift Training for follow-up. Inform your supervisor of any problems as well as incidents of outstanding performance.
 - l. Submit all reports and evaluations in a timely fashion.

- m. Review the Probationary Officer's performance with the Probationary Officer and your immediate supervisor at weekly meetings.

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