	Winchester City Sheriff's Office Manual of General Orders Training 401	Effective Date: May 1, 2014 Accreditation Standards: TRN .01.01 TRN .01.02
		Original Policy: May 1, 2014 Last Review Date: May 1, 2020 Next Review Date: May 1, 2023
Subject: Recruit Training		By Authority of: <hr/> Les R Taylor, Sheriff

I. PURPOSE

To establish the training requirements for newly hired deputies of the Winchester City Sheriff's Office.

II. POLICY

The Winchester City Sheriff's Office requires all newly hired deputies to complete the required training to ensure they have the knowledge, skills, and ability to function as a DCJS certified deputy. The Field Training Officer Program (FTO) shall be a comprehensive program of practical training that is job related and performance based. Completion of the Field Training Program will be implemented and mandatory for all entry-level personnel. The FTO program is generally implemented after the trainee has satisfactorily completed the basic criminal justice academy. The FTO program shall also apply and be mandated for completion to deputies in the lateral entry category (previous experience/current certification by the Commonwealth of Virginia).

III. PROCEDURE

A. Uncertified/New Deputies

1. All newly hired deputies will receive use of force and firearms training before being issued a Sheriff's Office weapon. DCJS certified deputies will be assigned to the FTO program and required to complete the program before being released on their own.
2. Uncertified deputies hired before the academy start date will be required to ride with a certified deputy. Under no circumstances, except for life threatening situations, will they perform law enforcement functions. Their assignment is to observe the certified deputy.

B. Training

1. All newly hired deputies (without Virginia DCJS certification) will be required to complete the basic law enforcement academy at the Rappahannock Regional Criminal Justice Academy or DCJS mandated portions of the academy to obtain DCJS certification.
2. After graduation from the academy, the trainee will enter the field-training program.
3. The field-training program will consist of a minimum of four weeks/160 hours of law enforcement training (DCJS requires 100 hours), in which the trainee will be under the immediate supervision of a Field Training Officer (FTO). The FTOs regular supervisor shall supervise the FTO and the trainee. The Major shall supervise and be the coordinator of the FTO program.

C. Field Training Procedures

1. The FTO will be issued a FIELD TRAINING MANUAL for the purposes of trainee training by the coordinator. The FTO shall remain in contact with the coordinator regarding any problems, updated training information, and advice.
 - a. The manual covers numerous police related topics, including directives mandated by DCJS.
 - b. Each topic listed within the manual will be discussed in detail between the FTO and the trainee.
 - c. Each listed topic discussed will be initialed and dated by both the FTO and the trainee at the time the subject is reviewed or as soon as practical thereafter. The DCJS check list (Form B-13) shall be completed and forwarded to the coordinator. This is in compliance with Virginia Code § 9.1-102 and the regulations of the DCJS Board.
2. During the period of training, exposure to a cross section of calls is of vital importance. Patrol supervisors are encouraged to allow the FTO and trainee to assume a roaming status, to handle or observe as many different types of calls as possible during the training period.
3. Trainees shall attend in-house training and court with the FTO as scheduled.
4. The FTO shall review office policies and procedures, city code sections, and applicable state code sections with the trainee, by using the Winchester City Sheriff's Office FTO manual and the different codebooks.
5. The FTO will closely observe the progress of the trainee, pursuing corrective measures as necessary and continuously providing positive guidance through the training process.
6. In the event the assigned FTO is unavailable while the trainee is assigned to work, another FTO will be selected by the shift supervisor to supervise the trainee for that tour of duty. The substitute FTO will complete a DOR on the trainee for every day they have the trainee.
7. Should the assigned FTO be absent from work for an extended time period or reassigned, the coordinator will assign another FTO to train the trainee. The previous FTO should brief the new FTO.
8. FTOs will report directly to their shift supervisor with any problems or unusual situations. FTOs shall document progress of the trainee, including deficiencies or procedural problems. FTOs/Shift supervisors shall also advise the coordinator of any major/reoccurring problems.
9. The coordinator will be responsible for assigning the trainee to the different shifts and Field Training Officers.

D. Trainee Evaluations

1. The FTO will complete a Daily Observation Report (DOR) on the trainee every day for the entire training period. The average training period will be 480 hours for inexperienced deputies.
2. The completed DORs will be discussed with the trainee by the FTO. Each review shall address the numerical scores listed for any of the objectives observed. These DORs shall address the performance that the trainee has demonstrated towards each objective. The FTO and trainee shall sign each DOR. The completed DOR will then be given to the coordinator for his/her review and for filing in the trainee's file.

3. The field-training manual shall address the learning of tasks/information that the trainee is expected to know before he/she completes the program. The FTO and trainee will initial each task, as it is explained/completed or demonstrated in the field-training manual. The FTO supervisor or FTO coordinator will review and sign each Phase of training. The completed field-training manual will be given to the coordinator at the completion of the program.
4. The DOR review may be conducted in the presence of the shift supervisor, who may assist in the assessment of the trainee's progress.
5. Whenever a trainee is assigned a new FTO, the former FTO and the future FTO will meet and discuss the Trainee's future training needs.
6. The coordinator will file all completed DORs and the completed field-training manual after the trainee has completed the FTO Program.

E. Program Extensions

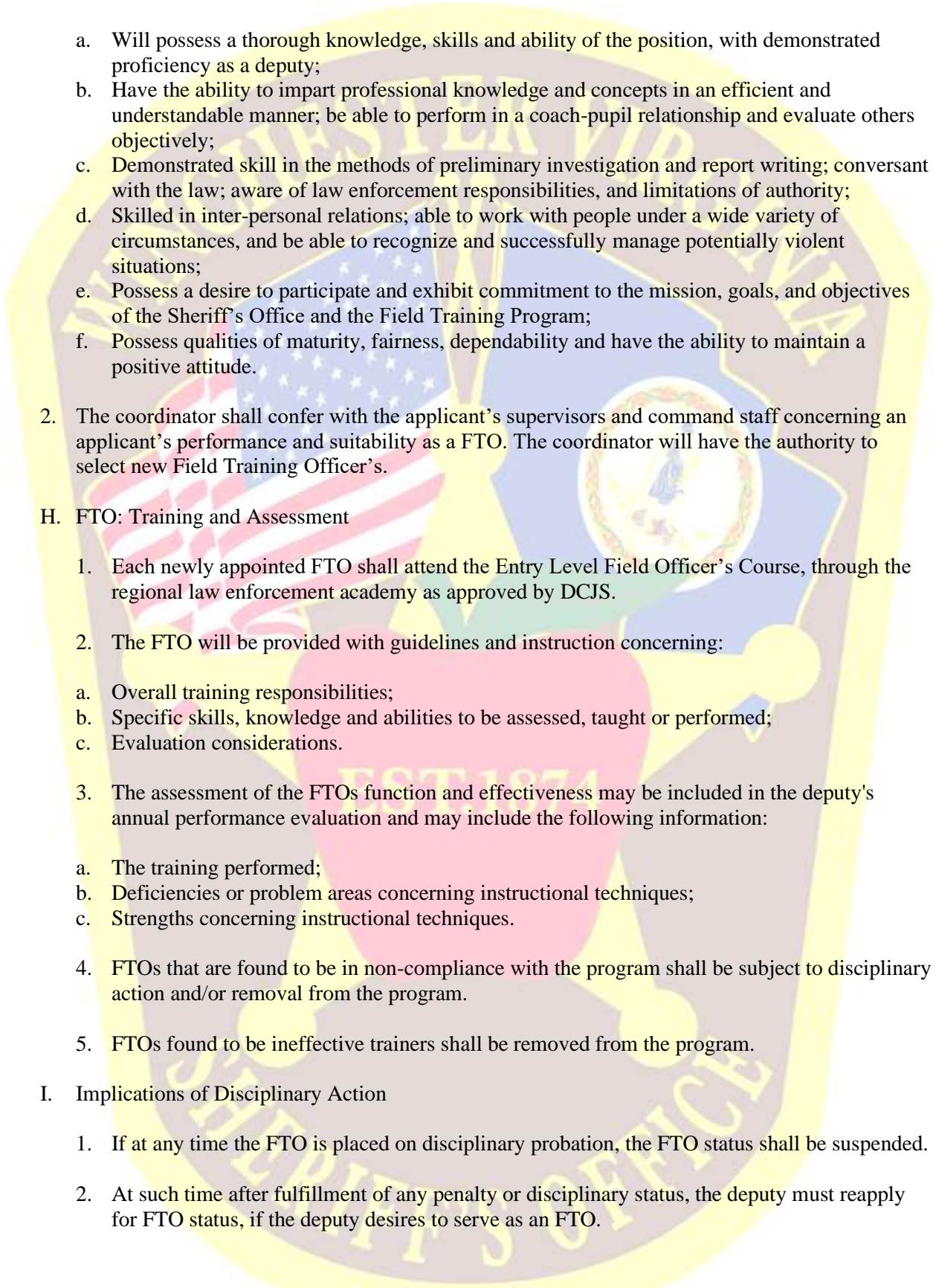
1. The coordinator and the trainee's FTOs will conduct an oral interview board with the trainee at the completion of the program. After the oral interview the panel will make a recommendation to the Sheriff to release the trainee from the field-training program, extend the trainee's FTO assignment, or recommend the trainee's dismissal.
2. A trainee's assignment to the FTO program may be administratively extended due to deficiencies, less than satisfactory work performance, violation of Sheriff's Office rules and regulations, or other factors.
3. A satisfactory performance recommendation shall be required before a trainee is released from the field-training program.

F. Field Training Officer: Qualifications

1. Deputies desiring to become FTOs shall submit a written request to their shift supervisor indicating their desire and qualifications for the position.
2. The following qualifications shall be required of all candidates for becoming a field-training officer:
 - a. Will hold the position of Deputy II or Deputy III;
 - b. Shall not be on disciplinary probation at the time of the request.
3. Supervisors receiving requests from deputies desiring to become FTOs shall review all aspects of the individual's background and abilities.
4. New FTOs shall attend the Entry Level Field Training Officer's Course, as soon as reasonably possible, if he/she has not already attended the training.
5. FTOs shall attend all field-training meetings to maintain their competency in the training program.

G. Field Training Officer: Selection Criteria

1. The following characteristics form the general selection criteria for field training officers:

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- a. Will possess a thorough knowledge, skills and ability of the position, with demonstrated proficiency as a deputy;
 - b. Have the ability to impart professional knowledge and concepts in an efficient and understandable manner; be able to perform in a coach-pupil relationship and evaluate others objectively;
 - c. Demonstrated skill in the methods of preliminary investigation and report writing; conversant with the law; aware of law enforcement responsibilities, and limitations of authority;
 - d. Skilled in inter-personal relations; able to work with people under a wide variety of circumstances, and be able to recognize and successfully manage potentially violent situations;
 - e. Possess a desire to participate and exhibit commitment to the mission, goals, and objectives of the Sheriff's Office and the Field Training Program;
 - f. Possess qualities of maturity, fairness, dependability and have the ability to maintain a positive attitude.
2. The coordinator shall confer with the applicant's supervisors and command staff concerning an applicant's performance and suitability as a FTO. The coordinator will have the authority to select new Field Training Officer's.

H. FTO: Training and Assessment

1. Each newly appointed FTO shall attend the Entry Level Field Officer's Course, through the regional law enforcement academy as approved by DCJS.
2. The FTO will be provided with guidelines and instruction concerning:
 - a. Overall training responsibilities;
 - b. Specific skills, knowledge and abilities to be assessed, taught or performed;
 - c. Evaluation considerations.
3. The assessment of the FTOs function and effectiveness may be included in the deputy's annual performance evaluation and may include the following information:
 - a. The training performed;
 - b. Deficiencies or problem areas concerning instructional techniques;
 - c. Strengths concerning instructional techniques.
4. FTOs that are found to be in non-compliance with the program shall be subject to disciplinary action and/or removal from the program.
5. FTOs found to be ineffective trainers shall be removed from the program.

I. Implications of Disciplinary Action

1. If at any time the FTO is placed on disciplinary probation, the FTO status shall be suspended.
2. At such time after fulfillment of any penalty or disciplinary status, the deputy must reapply for FTO status, if the deputy desires to serve as an FTO.