

**POLICE****JOB DESCRIPTION/JOB TASK ANALYSIS****Job Title: FIELD TRAINING OFFICER****Reports to: UNIFORM PATROL SERGEANT****Type of Position:                      Hours Per Week:                      CROSS DESIGNATION****General Description:**

The FTO has many roles that he must assume during this program. The two most important roles are:

- (1) the patrol officer, and
- (2) that of the FTO.

An FTO must maintain his performance level as a police officer and is not relieved of those responsibilities during training. While acting as a training officer, the FTO has the following duties: Supervision; Teaching; Evaluation; Researching; Counseling, Inspecting; providing information; Being a good role model; and recommending.

**Work Experience/Requirements:**

- High School Diploma or General Education Diploma (GED)
- Law Enforcement Certification from the Criminal Justice Standards and Training Commission (CJSTC)
- Completion of a designated Field Training Officer Program.

**Job Task, Policy, and Proficiency**

<b>ID</b>	<b>Statement</b>	<b>Performance Standard</b>
<b>TASK</b>		
ALL1000	Complete assignments as directed	The member will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
ALL1001	Maintain work areas	The member ensures that their work area is clean, organized, safe and presentable in accordance with agency policies and procedures.
ALL1002a	Participate in meetings/training and community relations activities if applicable	As applicable, the member actively participates in meetings/training as directed or as required and in accordance with established agency policies/procedures, and disseminates information received to agency members as appropriate. The member may also actively participate in community relations activities in order to promote and enhance the vision, goals, and objectives of the department in conjunction with the needs of the community.
ALL1003a	Complete, update, submit required reports/documents/forms	The member will thoroughly and accurately complete, update, and submit or forward all required reports, documents and forms to the appropriate authority/personnel in a timely manner pursuant to applicable state regulations and in accordance with agency policies and procedures.

ALL1005	Complete time sheets	The member ensures that their time sheets are accurate, up to date, complete, and submitted to the appropriate personnel/department in a timely manner pursuant to agency policy.
ALL1006	Attend pre shift briefings	The member is on time for and attends pre shift briefings, recording all pertinent information and directives, and providing superiors and colleagues with job/shift related information.
CIB1043	Collect and preserve evidence/property	The member correctly identifies, marks, collects, packages, and seals all evidence according to agency policy and consistent with standards of any state, local or federal lab conducting analyses.
CIB1070b	Maintain chain-of-custody of evidence	The member will accurately document and carefully maintain the security and control of all collected evidence, ensuring the integrity of the evidence and limited accessibility so the evidence may be presented and accepted by a court of law pursuant to state and federal statutes consistent with agency policies and procedures.
LE1003b	Ensure supplemental reports completed	The member will be notified or will randomly spot check to ensure that supplemental reports have been completed within the specified time periods. When discovering or being advised of non compliance, the member will immediately notify the deficient member or their immediate supervisor to initiate completion of the supplemental report in a timely manner, and in accordance with agency policies/procedures.
LE5000	Monitor / respond to dispatch and calls for service.	The member diligently monitors dispatch and responds to all dispatch directed services calls in a timely manner consistent with call classification and in accordance with agency policies.
LE5003	Administer field drug test	The member correctly tests suspected illegal/controlled substances using the field chemical reagent drug test kit. Substances testing positive are seized and the appropriate legal action taken.
LE5004	Apprehend suspects.	Consistent with agency policies, the officer quickly apprehends suspects utilizing the least amount of force required to subdue the individual while observing officer safety procedures at all times. The appropriate restraints are applied so as to control but not cause injury to the suspect, and the suspect's rights are not violated.
LE5005b	Administer field check to suspected intoxicated drivers.	The officer identifies elements of DUI and properly administers standard field sobriety tests to the driver / operator in accordance with State laws and agency policies. The officer accurately records results of each test, making a correct decision whether to release the subject or affect the arrest of the subject.
LE5009b	Conduct traffic stop.	The officer will correctly and safely conduct a traffic stop with minimal disruption of traffic flow while adhering to officer safety procedures at all times and either issue a citation or warning to the driver and or passengers in accordance with applicable traffic laws and agency policies.
LE5011	Provide assistance to other units.	The officer / supervisor immediately responds to calls for assistance, providing the officers with the assistance required to safely resolve the situation in accordance with agencies policies.
LE5017	Secure crime scene.	The first responder to a crime scene will identify such as a crime scene, disperse onlookers, gather witnesses, set

		up a cordon around the perimeter of the scene and ensure that the integrity of the crime scene and evidence is not compromised, tampered with, altered, contaminated, or left unattended in accordance with agency policies.
LE5026	Guard persons in custody	The officer maintains control of individuals in custody, ensuring that no escapes or unnecessary injuries occur and the suspect's rights are not violated pursuant to agency policies.
LE5027	Initiate new cases.	The member will gather accurate information or pertinent evidence and correctly determine if investigation is warranted in accordance with state laws and agency policies.
LE5034	Administer first aid/CPR	The officer assesses injuries and administers appropriate first aid to injured person, requesting additional medical assistance if necessary in accordance with agency policies and state regulations such as FMJS if applicable. If the individual is in cardiac arrest, certified personnel will correctly administer CPR until medical personnel arrive on scene and take command of the situation.
LE5036a	Investigate/document injury to persons in custody and/or visitors	As applicable, the member will respond immediately to any injury suffered by any persons in custody and/or visitors under their control, appropriately providing or obtaining medical assistance if required. The member will generate an accurate and concise report including photographs if required, documenting the injuries and incident in accordance with applicable regulations and agency policies.
LE5037	Conduct active patrolling of assigned area.	The officer will promote public safety in patrol areas consistent with agency policies by conducting routine active patrolling of assigned area observing and investigating all suspicious activities / subjects. If applicable, the officer will leave the assigned area only when directed to do so by the appropriate authority.
LE5040	Conduct felony stop.	The officer will conduct a felony stop in accordance with department policy and without intentionally or negligently causing undue injury or violating the constitutional rights of the suspect(s). The officer will observe officer safety skills at all times, arresting or releasing the suspect(s).
LE5045	Inform victims of victim's legal rights.	The member will provide the victim with a victim rights packet if applicable, and explain the victim's legal rights pursuant to State Statutes and in accordance with agency policy.
LE5046	Counsel and / or separate people involved in domestic dispute.	The officer mediates or advises people involved in domestic or civil disturbances, minimizes personal injury or property damage, restores order, and ensures no personal rights are violated in accordance with agency policies.
LE5047	Investigate non-police action calls (such as assistance, animal calls, rescue calls).	The officer provides quick, effective, courteous, and appropriate assistance on all non-police action calls (rescue, nuisance, animal calls, assistance, etc.). The member notifies medical or other assistance/agencies as required in accordance with agency policy.
LE5051	Conduct dwelling, building, structure, or grounds check (EP)	The officer performs check of dwellings, other buildings/structures or grounds consistent with agency policies ensuring the security of the buildings or grounds and any personal property while maintaining officer safety and without violation the owners rights.

LE5053a	Make arrest with warrant	Given an arrest warrant, the officer locates, apprehends and arrests the suspect without undue harm and ensures the suspect's constitutional rights are not violated while maintaining officer safety in accordance with agency policies.
LE5053b	Make arrest without warrant.	Given probable cause, the officer apprehends and arrests the suspect without undue harm and ensures the suspect's rights are not violated while maintaining officer safety in accordance with agency policies.
LE5053c	Advise persons of constitutional rights (Miranda)	The member correctly advises persons in custody/detained of their constitutional rights (Miranda) prior to interrogation pursuant to applicable state and federal statutes.
LE5053e	Execute arrest/search warrants, capias, writ	The officer executes the instructions of the court documents in a correct and timely manner and in accordance with agency policies and state laws without causing undue injury or violating the subjects rights.
LE5055a	Book suspects	The officer will transport arrested subject(s) to the detention facility, turn custody of the subject(s) over to the booking officer for processing and correctly complete all the required paperwork/reports in accordance with agency policies.
LE5063	Classify incident as criminal or civil.	The officer determines if an offense has been committed and then correctly classifies the incident as either criminal or civil and then proceeds to take the appropriate action in accordance with agency policies and state laws.
LE5064a	Non-custodial and/or custodial interview of persons	The member interviews persons in a professional manner, obtaining and recording accurate and pertinent information without violating the individual's rights pursuant to agency policies.
LE5065	Review and respond to Be-on-the-look-out (BOLO)	The officer reviews and accurately records BOLO information and becomes familiar with the facts and the subject of each BOLO. The officer identifies and responds to BOLO subjects during the course of patrol.
LE5068	Conduct field frisk or pat down search.	Given probable cause, concern for safety, arrest warrant, or reasonable suspicion, the officer uses caution in searching the subject and successfully locates and retrieves any weapons, evidence, or contraband while maintaining control of the subject without violating subject's rights or causing undue injury in accordance with agency policies and state laws.
LE5070	Rescue or assist in the rescue of persons (first responder)	The officer correctly assesses the situation, rescuing or assisting in the rescue of trapped persons or persons in danger/requiring assistance while maintaining safety procedures for all involved in accordance with agency policies.
LE5072	Respond to bomb / explosive threat.	First responders will turn off radios/communications devices at the agency prescribed distance from the threat location and upon arrival will assist in searching for an explosive device. If a suspicious device is located, the officer will assist in evacuating all personnel to a safe location and secure the scene pending the arrival of the bomb squad, in accordance with agency policies.
LE5073	Pursue vehicles	In accordance with agency pursuit policy, the officer determines the need for pursuit of a vehicle and conducts the pursuit safely while strictly adhering to procedures guiding such pursuits until either the vehicle

stops or the pursuit is terminated by other means.

LE5074	Control disorderly or irate persons.	The officer controls the person(s) in question, applying only the necessary force for the situation and ensuring the person's rights are not violated while maintaining the safety of all involved in accordance with agency policies.
LE5075	Testify at trials, hearings, grand juries or depositions.	The member testifies at trials, hearings, grand juries, and depositions, and answers all questions in a truthful, and impartial manner without volunteering additional information other than that requested in accordance with agency policies.
LE5078	Maintain and update FTO manual.	Every training day, the FTO will accurately update the appropriate FTO manual to reflect tasks trained to and demonstrated by the new recruit in accordance with agency policy.
LE5079	Generate daily observation report.	Every training day, the FTO will accurately generate a daily observation report consistent with agency policy, evaluating the tasks and skills observed and demonstrated by the recruit according to SEG (Standard Evaluation Grades).
LE5080a	Prepare reports and/or affidavits/legal documents	The member collects complete and accurate information and prepares clear, concise reports, supplemental reports and/or court petitions/affidavits (if applicable) in accordance with agency policy and county, state and/or federal statutes.
LE5100	Apply handcuffs	Given probable cause, an arrest warrant, or officer safety concerns, the officer will properly apply handcuffs in such a manner as to prevent the person from removing the handcuffs and without intentionally or negligently causing physical discomfort or violating the constitutional rights of the person consistent with agency policies.
SP7046a	Conduct on-the-job training.	The member regularly observes and documents member task performance, identifying and analyzing performance deficiencies. The member provides trainee with verbal/written information and demonstrates the correct performance, then critiques the trainee performance with positive or corrective feedback as required.
SP7046c	Recommend/provide remedial training	The member will recommend and/or provide and document effective and timely remedial training as required to improve performance.

## **POLICY**

PL2001	Message return/follow-up	As applicable, the member will check their assigned mailbox, telephone/electronic messages and any designated bulletin boards according to the established schedule or designated frequency for each. The member will return any telephone messages in a prompt and professional manner and will respond accurately and appropriately to any information contained on the bulletin board or received via mail or newsletter.
PL2002	Contact with public	The member demonstrates a polite, helpful, courteous, proud, productive, and professional image when engaged in their assigned duties with the public consistent with agency policy.
PL2003	Operation and care of equipment	The member properly operates and cares for equipment

to manufacturers specifications and / or within the specified parameters. If applicable, the member checks to ensure all assigned equipment is present and operational, and documents/reports any required repairs in a timely manner and in accordance with agency policies.

PL2004	Use of force	The member utilizes only the necessary force required for the situation as specified within the use of force continuum and in accordance with agency policies. The member also abides by all departmental policies concerning agency authorized weapons and ammunition if applicable.
PL2005	Pursuit	The member complies with agency pursuit guidelines when initiating or engaging in a pursuit.
PL2006	Human diversity awareness	The member demonstrates an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public, students and colleagues.
PL2008	Accepts supervision and direction	The member adheres to the chain of command, and accepts constructive criticism to improve job performance. The member responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2014	Abide by Code of Ethics	The member will conduct him/herself in an ethical and professional manner, abiding by the established code of ethics as stipulated in the PGO Manual.
PL2015	Leave and Attendance	The member will follow all leave and attendance related policies/procedures, including, but not limited to submission of vacation and personnel requests and if applicable, the notification of supervisor regarding absence from work due to illness or untimely incidents, notification of supervisor concerning overtime hours worked, and notification of supervisor regarding after hours investigative duties performed if applicable.
PL2016	Grooming and dress	The member is appropriately groomed and attired so as to present a professional image in accordance with the agency policies and procedures.

**PROFICIENCY**

PR1	Officer safety	The member is cognizant of and demonstrates appropriate officer safety guidelines/techniques at all times.
PR107	Knowledge of General Orders/Policy/Procedure manuals	The member has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing if required and in daily operations.
PR117	Knowledge of dispatch codes	The member demonstrates the ability to interpret, understand, and respond to all dispatch codes.
PR2	Knowledge of geographical jurisdiction	The member is able to correctly locate or provide accurate directions in a timely manner to any location within the agency jurisdiction, or, as applicable, within their respective area of responsibility.
PR200	Knowledge and ability to perform additional non-assigned law enforcement related tasks, proficiencies, policies	The member demonstrates the knowledge and ability to perform all law enforcement related tasks and proficiencies to the specified standards as documented in the Patrol Officer position task/proficiency listings and adheres to all agency policies/procedures. When required or necessary, the member performs all or some of the tasks as applicable. Such tasks include but are not

limited to the following: crime scene and evidence collection and handling, patrolling and responding to calls for service and BOLO's, adherence to pursuit policy/procedures, arresting/caring for persons in custody, advising detained persons of their rights, conducting felony/high risk stops, traffic enforcement activities, providing assistance/guidance to the public and personnel as appropriate, preparing reports/affidavits, conducting interviews, performing court related activities processing suspected DUI's, investigative activities, and performing any other assigned or related law enforcement activity as directed. The member demonstrates the knowledge, abilities, and skills as listed in the Patrol Officer proficiencies listings.

PR23	Inter-personal skills	The member demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and situations.
PR3	Radio communications	The member utilizes the 2-way radio for official communications only, communicating in a clear, concise, and intelligent manner under all conditions and at all times.
PR31	Problem solving	The member has the ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions to resolve such problems.
PR32	Conflict resolution	The member has the ability to assist and encourage individuals to resolve disputes without resorting to violence or engaging the formal legal mechanism if possible and appropriate.
PR34	Knowledge of supporting agencies in the community	The member is able to refer persons to the appropriate agency, department, support group or other resource based on the requesting person's situation/needs.
PR42	Team building skills	The member demonstrates a conscientious effort in achieving and contributing to organizational goals as compared with individual goals.
PR4a	Verbal communications	The member conveys verbal information / instructions / directives / commands in a clear, concise, and intelligent manner.
PR4c	Written communications	Written communications are accurate, complete, concise, legible, and timely.
PR4d	General comprehension skills	The member has the ability to understand directions and instructions, formulate and translate plans into actions, and process verbal information, physical cues, and body language in order to effectively listen to individuals.
PR52d	Knowledge of local, state, and federal statutes and/or ordinances	The member is knowledgeable in local, state and federal statutes that pertain to their respective area of responsibility.
PR52f	Knowledge of probable cause	Given most situations, the member is able to correctly determine whether or not the statutes governing probable cause apply. Situations in which probable cause is difficult to determine, the officer requests direction from either a superior or an authorized SAO official.
PR58	Interviewing skills	The member is able to obtain the desired pertinent information from individuals through verbal questioning and discussion without violating the individual's rights and maintaining compliance with the law and agency policies.

PR68	Ability to communicate and convey necessary skills	The member is able to communicate and convey to others the skills necessary to perform specific tasks, skills, and duties.
PR6a	Driving	The member maintains control of the vehicle in all situations under varying weather conditions, adhering to all traffic laws as per cal/incident classification.
PR7a	Defensive / control tactics	The member is able to subdue and control persons utilizing only the force necessary and without causing undue injury to, or violating the rights of the persons and himself.
PR7b	Verbal command and control skills	The member demonstrates the ability to achieve the desired behavior from persons the verbal commands are directed at in most situations.
PR7c	Situational awareness	The member is aware and alert to the surrounding conditions and situations and is able to adapt to unexpected changes in such conditions and situations to successfully and safely complete the task at hand.
PR86a	Firearms proficiency	The member qualifies on the target range and or simulator, scoring at or above the specified minimum.
PR95	Data/information collection techniques	The member utilizes all available resources to collect accurate and valid information consistent with agency policies.

**Job Task Analysis:**

<b>ID</b>	<b>Statement</b>	<b>Criticality</b>	<b>Frequency</b>	<b>Total</b>	<b>Weight</b>
<b>TASK</b>					
ALL1000	Complete assignments as directed	4	3	7	1
ALL1001	Maintain work areas	4	3	7	1
ALL1002a	Participate in meetings/training and community relations activities if applicable	4	3	7	1
ALL1003a	Complete, update, submit required reports/documents/forms	4	3	7	1
ALL1005	Complete time sheets	4	4	8	1
ALL1006	Attend pre shift briefings	4	3	7	1
CIB1043	Collect and preserve evidence/property	4	3	7	1
CIB1070b	Maintain chain-of-custody of evidence	4	3	7	1
LE1003b	Ensure supplemental reports completed	3	4	7	1
LE5000	Monitor / respond to dispatch and calls for service.	4	4	8	1
LE5002a	Administer breathalyzer test.	3	2	5	1
LE5003	Administer field drug test	3	2	5	1
LE5004	Apprehend suspects.	3	3	6	1
LE5005b	Administer field check to suspected intoxicated drivers.	3	2	5	1
LE5009b	Conduct traffic stop.	3	3	6	1

LE5011	Provide assistance to other units.	4	4	8	1
LE5017	Secure crime scene.	4	4	8	1
LE5026	Guard persons in custody	4	3	7	1
LE5027	Initiate new cases.	3	3	6	1
LE5034	Administer first aid/CPR	4	3	7	1
LE5036a	Investigate/document injury to persons in custody and/or visitors	4	3	7	1
LE5037	Conduct active patrolling of assigned area.	4	4	8	1
LE5040	Conduct felony stop.	4	3	7	1
LE5045	Inform victims of victim's legal rights.	4	3	7	1
LE5046	Counsel and / or separate people involved in domestic dispute.	4	3	7	1
LE5047	Investigate non-police action calls (such as assistance, animal calls, rescue calls).	3	4	7	1
LE5051	Conduct dwelling, building, structure, or grounds check (EP)	3	3	6	1
LE5053a	Make arrest with warrant	3	3	6	1
LE5053b	Make arrest without warrant.	3	3	6	1
LE5053c	Advise persons of constitutional rights (Miranda)	3	2	5	1
LE5053e	Execute arrest/search warrants, capias, 3 writ	3	3	6	1
LE5055a	Book suspects	3	3	6	1
LE5063	Classify incident as criminal or civil.	3	3	6	1
LE5064a	Non-custodial and/or custodial interview of persons	3	3	6	1
LE5065	Review and respond to Be-on-the-look-out (BOLO)	4	3	7	1
LE5068	Conduct field frisk or pat down search.	4	3	7	1
LE5070	Rescue or assist in the rescue of persons (first responder)	4	3	7	1
LE5072	Respond to bomb / explosive threat.	4	2	6	1
LE5073	Pursue vehicles	3	2	5	1
LE5074	Control disorderly or irate persons.	4	3	7	1
LE5075	Testify at trials, hearings, grand juries or depositions.	3	3	6	1
LE5078	Maintain and update FTO manual.	3	3	6	1
LE5079	Generate daily observation report.	4	4	8	1
LE5080a	Prepare reports and/or affidavits/legal documents	4	3	7	1

LE5100	Apply handcuffs	4	3	7	1
SP7046a	Conduct on-the-job training.	4	4	8	1
SP7046c	Recommend/provide remedial training	3	2	5	1
SP7058	Participate in hiring/promotion/transfer of personnel	2	2	4	3

## **POLICY**

PL2001	Message return/follow-up	3	3	6	1
PL2002	Contact with public	4	4	8	1
PL2003	Operation and care of equipment	4	4	8	1
PL2004	Use of force	3	3	6	1
PL2005	Pursuit	3	2	5	1
PL2006	Human diversity awareness	4	4	8	1
PL2008	Accepts supervision and direction	4	4	8	1
PL2014	Abide by Code of Ethics	4	4	8	1
PL2015	Leave and Attendance	4	4	8	1
PL2016	Grooming and dress	4	4	8	1

## **PROFICIENCY**

PR1	Officer safety	4	4	8	1
PR107	Knowledge of General Orders/Policy/Procedure manuals	4	4	8	1
PR117	Knowledge of dispatch codes	4	4	8	1
PR2	Knowledge of geographical jurisdiction	4	4	8	1
PR200	Knowledge and ability to perform additional non-assigned law enforcement related tasks, proficiencies, policies	3	4	7	1
PR23	Inter-personal skills	4	4	8	1
PR3	Radio communications	4	4	8	1
PR31	Problem solving	4	4	8	1
PR32	Conflict resolution	4	4	8	1
PR34	Knowledge of supporting agencies in the community	3	3	6	1
PR42	Team building skills	3	3	6	1
PR4a	Verbal communications	4	4	8	1
PR4c	Written communications	4	4	8	1
PR4d	General comprehension skills	4	4	8	1
PR52d	Knowledge of local, state, and federal statutes and/or ordinances	4	4	8	1
PR52f	Knowledge of probable cause	4	3	7	1

PR58	Interviewing skills	3	3	6	1
PR68	Ability to communicate and convey necessary skills	3	3	6	1
PR6a	Driving	4	4	8	1
PR7a	Defensive / control tactics	4	3	7	1
PR7b	Verbal command and control skills	4	3	7	1
PR7c	Situational awareness	4	4	8	1
PR86a	Firearms proficiency	4	2	6	1
PR95	Data/information collection techniques	4	3	7	1
<b>Frequency:</b>		1 = Annually	2 = Monthly	3 = Weekly	4 = Daily
<b>Weight:</b>		1 = Non Critical for Totals 1 - 1.99		2 = Somewhat Critical for Totals 2 - 2.99	
		3 = Very Critical for Totals 3.5 - 4		2.5 = Critical for Totals 3 - 3.49	

**Reviewed by: Assistant Chief, John Di Censo**

**Approved by: Chief David Allen**

**Date Posted: March 28, 2008**