



RICHMOND POLICE DEPARTMENT
GENERAL ORDER



Subject: FIELD TRAINING OFFICER PROGRAM	Chapter 5	Number 12	Pages 7
References: CALEA: 33.4.3a-i	Related Orders: 11-34, 05-09	Effective Date: 05/27/2026 Revised By: Review Prv. Rev. Date: 06/13/2023	
<i>If any provision of this General Order conflicts with any collective bargaining article, the collective bargaining agreement shall govern.</i>			
Chief of Police: 			

I. PURPOSE

This directive *establishes* procedures for the Field Training Officer (FTO) Program. The Field Training Officer Program is designed for exemplary sworn members who have exhibited a high degree of professionalism and commitment to the Department and who desire to train and pass their knowledge and professionalism on to members of the Department. The **FTO** Program is designed to provide support personnel to each Precinct to ensure that the appropriate number of FTOs are readily available upon the completion of the Basic Recruit Academy and to assist the Department with ensuring that any officer who needs remedial training would be afforded that opportunity.

II. SUMMARY OF CHANGE

This policy is due for triennial review. CALEA Standard 33.4.3i has been added to ensure compliance with the requirement for an annual administrative review of the Field Training Officer Program. Additionally, a Training Request Form is now being used to document interest in participation in the Field Training Officer Program. The field training process for lateral officers has been formally acknowledged and incorporated into this document.

III. POLICY

The policy of the Richmond Police Department is to assign each probationary officer, who has completed the Basic Recruit Academy or the Lateral Academy training program, to a Field Training Officer to ensure the successful transition from the training environment to performing the complete duties of a Richmond police officer.

IV. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines outlined in this General Order. Failure to comply will result in appropriate corrective action.

Responsibility rests with the division commander to ensure that any policy violations are investigated, and appropriate training, counseling, and disciplinary action is initiated.

This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as creating a higher safety standard or case in an evidentiary sense concerning third-party claims. Violation of this directive, if proven, can only form the basis of this Department's complaint and only in a non-judicial administrative setting.

V. DEFINITIONS

1. FIELD TRAINING COORDINATOR (FTC) – A sworn member *at the rank of* sergeant, designated by the Training Academy *to be* responsible for ensuring the successful implementation of the Field Training Program (FTP) and serving as the liaison to the field training program precinct coordinators.
2. FIELD TRAINING PRECINCT COORDINATOR – A sworn member *at the* the rank of lieutenant, designated by the precinct commander *to be* responsible for ensuring the successful implementation of the FTP within their precinct. They are responsible for the field training officers in their respective precincts and are the liaison to the Training Academy.
[CALEA 33.4.3c-d]
3. FIELD TRAINING OFFICER (FTO) – Any sworn Department member selected as a Field Training Officer shall serve in a support function for each Precinct and may be called upon at different times to train recruits, assist the Department with remedial training for officers, or assist with re-entry training for returning officers.
4. FIELD TRAINING PROGRAM (FTP) – *Minimum*, eight-week period (320 hours) following successful completion of the Basic Recruit Academy provided by the Richmond Police Department, during which a probationary officer completes field training.
[CALEA 33.4.3a]
5. FIELD TRAINING PROGRAM REVIEW BOARD (*FTPRB*) – A board comprised of the Commander of the Training Academy, *the Lieutenant, and the Training Sergeant of the Training Academy*. The FTPRB shall annually evaluate the Field Training Program to ensure continued relevance and improvements and evaluate the performance of probationary officers and FTOs.

VI. PROCEDURE

- A. Qualifications for FTO Appointment – Each FTO candidate shall:

[CALEA 33.4.3e]

1. Have a minimum of two (2) years service upon completion of field training;
2. Be currently assigned to a patrol shift;
3. Have received on their most recent annual performance rating a “Meet Standards” or above;

4. ***Have no disciplinary suspensions within a 12-month period preceding appointment and not incur any suspensions after appointment;***
 5. Have no out-of-policy accidents within 12 months preceding appointment to the list and after that;
 6. Be willing to take the initiative and lead others in carrying out the mission and directives as assigned;
 7. Possess an outstanding knowledge of RPD policies and procedures, as demonstrated by the proper application of the knowledge in daily work activities; and,
 8. Have demonstrated an aptitude for instructing, training, and motivating adults to acquire job-related knowledge and skills.
- B. Removal from the program – FTOs shall be automatically removed upon:
1. Being reassigned to a position that is not a precinct assignment;
 2. Voluntarily requesting to be removed;
 3. Being recommended for removal by their commanding officer for failure to perform assigned duties;
 4. Receiving a “Fails to Meet Standards” annual performance rating;
 5. ***Receiving any discipline amounting in suspension time after appointment to the FTO program;***
 6. Being recommended for removal by the Department’s Disciplinary Review Officer with the approval of the Chief of Police;
 7. Not maintaining ***Department of Criminal Justice Services*** (DCJS) and Departmental certifications;
 8. Being recommended for removal by the Training Academy Staff and approved through the Chain of Command; and,
 9. Refusal to train, upon request by the precinct commander or Training staff.
- C. General Guidelines for Precincts—FTO status does not override the seniority of the officers when transferring from one shift to another.
- D. Application Process – Members wishing to apply for the position of Field Training Officer shall, ***when the Training Opportunities Bulletin is circulated:***

Submit a PD-14, Training Request, through their chain of command to their Precinct Commander. Selections will be made by the Precinct Commander and forwarded to the Officer-In-Charge (OIC) of the Training Academy.

- E. Field Training Program – The FTP shall consist of two training cycles *for the probationary employee/new recruit*, each being *a minimum* of four weeks in duration to total *a minimum* of eight weeks of training. *Lateral officers will receive a minimum of 4 weeks of training. Re-hired retirees may receive field training, dependent upon the circumstances and duration since their retirement. Extensions of the FTP may be granted on a case-by-case basis by the Training Academy FTC and OIC of the Training Academy.*

[CALEA 33.4.3f]

- F. Field Training Officer(s) shall:

1. Be available to train when called upon by the Precinct Commander and/or Training Staff. This training may include:
 - a. Recruit, *Re-hire Retiree, & Lateral* Field Training
 - b. Remedial Department Training
 - c. Re-entry Training Requirements
2. Complete all necessary paperwork in the required timeframe set forth by DCJS and Department policy, which includes:

[CALEA 33.4.3g-h]

- a. Field Training Officer Manual (all signature blocks signed by trainee and FTO);
 - b. Daily Observation Report (DORs);
 - c. Summary Report;
 - d. Charting Sheet Report;
 - e. Supervisor's Weekly Report;
 - f. Trainee Weekly; and,
 - g. FTO Survey.
3. Successfully complete the initial FTO certification, which includes a requirement of 32 hours of training, with a recertification every *three years in two-hour increments*.

- G. Field Training Precinct Coordinator shall:

1. Guide the Precinct FTOs and otherwise ensure that the FTP is properly administered;
2. Maintain a current list of all Precinct FTOs;

3. Whenever possible, ensure the probationary officer retains the same FTO throughout *the* training cycle;
4. Ensure that a probationary officer is not assigned to a specialized detail until the officer is certified to patrol alone;
5. Notify and work with the Field Training Coordinator if a probationary officer needs a remedial training plan;
6. Ensure that all FTOs are completing paperwork per Department and DCJS guidelines and turning them into the Field Training Coordinator;
7. Ensure that *the performance of* all FTOs are being reviewed quarterly;

H. Commanding Officers shall:

1. Appoint a *designee* or themselves as the Field Training Precinct Coordinator;
2. Ensure that members of their command are advised of the announcement of the Field Training Officer Program *training opportunity*.
3. Ensure that applicants are appropriately processed;
4. *Make appropriate selections for the training opportunity and forward those selections to the OIC of the Training Academy, and;*
5. Have the authority to temporarily reassign FTOs to different sectors/squads and shifts to obtain optimal distribution.

I. The Field Training Coordinator shall:

[CALEA 33.4.3e]

1. Serve as the liaison to the Field Training Program Precinct Coordinators;
2. Guide the FTP Precinct Coordinators to ensure the successful completion of the FTP;
3. Ensure that all precincts have *enough* trained FTOs to successfully administer the FTP and make recommendations to the Precinct Commanders;
4. Maintain a current list of all FTOs and certification dates;
5. Coordinate with the Field Training Precinct Coordinators to assign FTOs for those officers whom the Department has deemed in need of remedial training in specific procedures or Department policy;
6. Coordinate with the Field Training Precinct Coordinators to assign FTOs for those who need re-entry training, and DCJS has mandated required field training hours;

7. Communicate to Field Training Precinct Coordinators the outcome of all evaluations by recruits for FTOs and make recommendations based on those outcomes; and,
8. Analyze FTO staffing in the precincts to determine the need for additional FTP training classes and recertification classes and make recommendations to Academy OIC.
9. ***Assign each trainee to an FTO.***

J. The Training Academy shall:

[CALEA 33.4.3e]

1. Ensure that all FTOs are DCJS-certified and maintain a current Department list.
2. Ensure all FTOs receive their in-service training for the position of FTO, per DCJS guidelines. FTOs are required to attend ***two (2)*** hours of in-service training every three (3) years of certification.

K. Field Training Program (FTP) Review Board:

1. The FTP Review Board must:

[CALEA 33.5.3i]

- a. Meet, at least annually, to evaluate the FTP, ensure continued relevance and improvement, and forward recommendations for program improvement to the Chief of Police;
- b. Meet, when necessary, to evaluate the performance of probationary officers who are not completing the FTP and make appropriate recommendations for action to the Chief of Police; and,
- c. Meet, when necessary, to evaluate the performance of FTOs recommended for removal from the FTP and make appropriate recommendations for action to the Chief of Police.

L. Compensation:

1. A Field Training Officer is entitled to special assignment pay that will be continuous throughout their assignment of the role of FTO (***Article 25 of the Collective Bargaining Agreement***).

M. OIC of the Training Division shall:

1. Be responsible for implementing a training program for all FTOs.
2. ***Annually, evaluate the state of the Field Training Program and communicate needs requests for modification to the OIC of the Training Academy. The review shall be presented to the Chief of Police or designee.***

VII. FORMS

- A. ***PD-14, Training Request***
- B. Daily Observation Report (DOR)
- C. Summary Report
- D. Charting Sheet Report
- E. Supervisory Weekly Report
- F. Trainee Weekly Report
- G. FTO Survey