

## Security Field Training Procedures

### 302.1 SECURITY FIELD TRAINING PROCEDURES

- (a) The Education and Training Lieutenant (E & T Lieutenant) has been designated as the Field Training Officer Coordinator (FTOC) for the Department. The E & T Lieutenant will report directly to the Support Services Commander or authorized designee.
- (b) When a new member is hired as a Security Officer, he/she will be assigned to the Support Services Bureau, Education and Training Section, and will report directly to the E & T Lieutenant or designee. The trainee will remain assigned to the Education and Training Section until he/she has been released from the Security Officer Field Training Program (SOFTP). The period the trainee is assigned to the SOFTP is normally 120 hours, unless additional time is needed for the trainee to meet the performance standards of the program. The E & T Lieutenant or designee will be responsible for ensuring the trainee completes all applicable training, which shall include orientation training, training mandated by CALEA, and the SOFTP.
- (c) In anticipation of the arrival of the new hire, the E & T lieutenant or designee will consult with the Commander of the Operations Bureau and the Security Manager to determine and select the Security Field Training Officer (SFTO).
- (d) Once the SFTO has been selected, the E & T Lieutenant, Security Manager, the trainee's immediate supervisor and the SFTO will meet to develop a Field Training Plan. The Security Manager or designee, however, will be responsible for supplying the E & T Lieutenant, the member's immediate supervisor and the SFTO with a schedule for the trainee, encompassing the entirety of the trainee's field training, including who the trainee will be assigned to when the SFTO is unavailable, days off, and scheduled shifts. This schedule will also identify the conclusion of the trainee's field training, should his or her performance meet standards.
- (e) The SFTO will begin assembling their FTO book with assistance and guidance from the E & T Lieutenant and Security Manager.
- (f) Daily Observation Reports (DORs) will be scanned and emailed to the E & T Lieutenant and Security Manager daily. The Security Manager or designee shall submit weekly progress reports to the Commander of the Operations Bureau and E & T Lieutenant. The original DORs will be attached as an annex to the Field Training Completion Report.
- (g) Once a trainee has completed the designated number of field training hours and has met the performance standards, a Field Training Completion memorandum will be completed by the Security Manager or designee and submitted to the E & T Lieutenant. The E & T Lieutenant shall endorse the memorandum and forward it to the Commanders of the Support Services Bureau and Operations Bureau for their review and endorsement. After receiving the endorsements from both Bureau Commanders, the Support Services Commander will forward the report to the Deputy Chief of Police and Chief of Police for their review and approval.
- (h) Once the Chief of Police has approved the trainee to be released from the SOFTP, a personnel order shall be issued releasing the trainee from the program and assigning

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him/her to the Security Force. Trainees are only released from Field Training upon the publishing of a personnel order approved by the Chief of Police.

- (i) The E & T Lieutenant will place the Field Training Completion documents in the member's training file.