

To	From
	BOARD OF HARBOR COMMISSIONERS
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	DED & CHIEF FINANCIAL OFFICER
	CHIEF OF PUBLIC SAFETY & EMERG MGT
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	DED - DEVELOPMENT
	SR DIRECTOR, COMMUNICATIONS
	SR DIRECTOR, GOVERNMENT AFFAIRS
	ACCOUNTING
	CARGO/INDUSTRIAL REAL ESTATE
	CARGO MARKETING
	CITY ATTORNEY
	COMMISSION OFFICE
	COMMUNITY RELATIONS
	CONSTRUCTION
	CONSTRUCTION & MAINTENANCE
	CONTRACTS & PURCHASING
	DEBT & TREASURY MANAGEMENT
	EMERGENCY MANAGEMENT

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

December 5, 2017

To	From
	ENGINEERING
	ENVIRONMENTAL MANAGEMENT
	FINANCIAL MANAGEMENT
	GOODS MOVEMENT
	GRAPHICS
	HUMAN RESOURCES
	INFORMATION TECHNOLOGY
	LEGISLATIVE AFFAIRS
	MANAGEMENT AUDIT
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	PLANNING & STRATEGY
	PORT PILOTS
XX	PORT POLICE
	RISK MANAGEMENT
	TRADE DEVELOPMENT
	WATERFRONT/COMM REAL ESTATE
	WHARFINGERS

SPECIAL ORDER 17-13

TO: All Port Police Personnel

SUBJECT: Modification to Policy 436 Field Training Officer Program

Effective immediately, revised Policy 436 shall be implemented. Policy 436 has been revised in order to update the Port Police FTO program to better suit the needs of the agency.

All staff are directed to read and be familiar with the attached policy which will be incorporated into the Policy Manual at its next publication.



THOMAS E. GAZSI
Chief of Police

TEG:GPC:ng

Policy

436

Los Angeles Port Police

Policy Manual

Field Training Officer Program

436.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Los Angeles Port Police.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, on land or in marine patrol, and possessing all skills needed to operate in a safe, productive and professional manner.

436.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

436.2.1 SELECTION PROCESS

FTOs will be selected in a competitive process based on the following requirements:

- (a) Desire to be an FTO with a minimum commitment of two years unless released due to Department staffing needs
- (b) Minimum of two years as a Port Police Officer II including one year of patrol experience
- (c) Demonstrated leadership ability as a positive role model with the ability to provide constructive criticism
- (d) Strong written and verbal skills
- (e) Participate and pass an internal oral interview selection process
- (f) Evaluation by an interview panel that will consider qualifications, personnel file, performance evaluations and past written work product.
- (g) Possess a POST Basic certificate.
- (h) Officers promoted to Police Officer III will be subject to a six month probationary period.

436.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a POST certified (40 hour) Field Training Officer's Course prior to being assigned as an FTO.

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All FTOs must complete a 24 hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

436.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The FTO Program supervisor should be selected from the rank of sergeant or above by the Patrol Operations Division Commander or a designee and should possess, or be eligible to receive, a POST Supervisory Certificate. The responsibilities of the FTO Program supervisor include the following:

- (a) Assignment of trainees to FTOs
- (b) Conduct FTO meetings
- (c) Maintain and ensure FTO/trainee performance evaluations are completed
- (d) Maintain, update and issue the Field Training Manual to each trainee
- (e) Insure that trainees are provided access to the Policy Manual, Daily Training Bulletins and Peace Officer's Legal Sourcebook
- (f) Monitor individual FTO performance
- (g) Monitor overall FTO Program
- (h) Maintain liaison with FTO coordinators of other agencies
- (i) Maintain liaison with academy staff on recruit performance during the academy
- (j) Develop ongoing training for FTOs
- (k) Manage reacclimation training for officers who have not worked a field assignment for an extended period of time of six months or greater

The FTO Program supervisor will be required to successfully complete a POST approved Field Training Administrator's Course within one year of appointment to this position (11 CCR 1004(c)).

436.4 TRAINEE DEFINED

Any entry level or lateral police officer newly appointed to the Los Angeles Port Police who has successfully completed a POST approved Basic Academy.

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436.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 30 weeks.

The training period for a lateral officer may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of 14 weeks.

In addition to the above 14 or 30 weeks of training, all trainees are required to successfully complete maritime training which shall consist of the following two components.

- (a) The trainee must successfully complete the Basic Maritime Operator's Course at the Port Police Maritime Law Enforcement Training Center
- (b) The trainee must successfully complete Maritime Field Training which shall consist of a minimum of eight additional weeks.

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program.

436.5.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Los Angeles Port Police. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations adopted by the Los Angeles Port Police.

436.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

436.6.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

- (a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the FTO Coordinator on a daily basis.
- (b) Review the Daily Trainee Performance Evaluations with the trainee each day.
- (c) Complete a detailed end-of-phase performance evaluation on his/her assigned trainee at the end of each phase of training.
- (d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.
- (e) Other training related duties as assigned by the FTO supervisor

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436.6.2 IMMEDIATE SUPERVISOR

The immediate supervisor shall review and approve the Daily Trainee Performance Evaluations and forward them to the Field Training Administrator.

436.6.3 FIELD TRAINING ADMINISTRATOR

The Field Training Administrator will review and approve the Daily Trainee Performance Evaluations submitted by the FTO through his/her immediate supervisor.

436.6.4 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

436.7 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

- (a) Daily Trainee Performance Evaluations
- (b) End of phase evaluations
- (c) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training

436.8 REACCLIMATION TRAINING

In order to maintain a high level of current knowledge and proficiency, Officers who have not worked in a field (marine or land patrol) assignment for an extended period (six months or greater) and any officer assigned for a specific need may be assigned to work with a Field Training Officer to reacclimate to field duties after the absence or to refresh on specific skills.

For those officers assigned to reorientation due to extended absence the training should include the following:

- (a) Assignment to an administrative day in order to meet current weapons and less lethal systems qualification, scheduling of perishable skills training as required, and becoming current with current policies, procedures and training bulletins.
- (b) Officers will be assigned to a Field Training Officer for a minimum of 10 working shifts during which time the Field Training Officer will observe performance capabilities. A minimum of three of these shifts must be dedicated to marine unit / basic boat operations refresher.
- (c) At the conclusion of the 10 shifts, the Field Training Officer will submit a memorandum to the Field Training Supervisor documenting daily observations and making a recommendation as to the Officer's preparation to resume independent field assignments. The Field Training Supervisor shall submit a recommendation to the Commanding Officer over Patrol Operations as to whether the Officer is prepared for assignment.