

LONE TREE POLICE DEPARTMENT NEXTGEN FIELD TRAINING PROGRAM

OFFICER-IN-TRAINING

A. Example #1234

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EXPOSURE FORM																				
# of Exposures	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ADMIN ACTIVITIES																				
MDT Usage (Per Shift)																				
Radio Communication (Per Shift)																				
Labelling BWC Videos (Per Shift)																				
RMS/Reports/Forms (Per Shift)																				
POLICE ACTIVITIES																				
Traffic Stops (P1 - Minimum 10)																				
Citizen Contacts (P1 - Minimum 10)																				
Traffic Citations																				
Parking Citations																				
Criminal Citations																				
Booking @ Jail																				
In-Custody Cases																				
Patrol Forms																				
Consent/PC Searches (Vehicles or Persons)																				
Use of Force																				
Code 3 Driving																				
Routine Response CFS																				
HOW MUCH IS THE OIT DOING? CRAWL (C) = 0 – 25% WALK (W) = 25 – 75% RUN (R) = 75 – 100%																				

EXPOSURE FORM																				
# of Exposures	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
INVESTIGATIONS																				
Other Investigations																				
Domestic Violence Investigations																				
Narcotics Investigations																				
Theft Investigations																				
Death Investigations																				
Traffic Collision Investigations																				
DUI Investigations																				
SPECIAL SITUATIONS																				
Juvenile Procedures																				
Information/Other																				
Civil Matters																				
Mental Health																				
Evidence Processing																				
Community Policing Activities																				
Court Experiences																				
HOW MUCH IS THE OIT DOING? CRAWL (C) = 0 – 25% WALK (W) = 25 – 75% RUN (R) = 75 – 100%																				

PROFICIENCY TASK TRAINING TOPICS		
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PROFICIENCY TASK TRAINING TOPICS		
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1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
CFS/RESPONSE ACTIVITY				
			MDC Acknowledgment/On-Scene	
			Two Units Assigned	
			Legal Authority	
			Vehicle Security	
			Parking Police Vehicles	
			Requesting Assistance as Needed	
			Beat Assignment and Integrity	
			Common CFS Types	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
SELF-INITIATED ACTIVITY				
			Community Policing/Problem Solving	
			Working In Your District	
			Crime Prevention	
			Check (Subject, Residence, Business, Activity, etc.)	
			Foot Patrols	
			Traffic-Related Activity	
			Directed / Increased Patrols	
			Backing Up Other Officers	
			Other Common Self-Initiated Activities	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
TRAFFIC STOPS				
			Traffic Enforcement	
			Common Title 42 Violations	
			Traffic Stop Procedures	
			Utilizing the Radio to Call a Traffic Stop	
			Identification of a Stop Location	
			Drive-Side/Passenger-Side Approaches	
			Traffic Summons / Penalty Assessment	
			Registration	
			Driver's License	
			Failure to Provide ID	
			Insurance	
			MDT Usage on a Traffic Stop	
			Towing Vehicles	
			Traffic Stop Officer Safety	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
CONTACTING SUSPECTS				
			Consensual Contacts	
			Detention / Detainment	
			Probable Cause Contacts (Miranda)	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
CITIZEN CONTACTS				
			Purpose of Citizen Contacts	
			Common Uses of Citizen Contact App	
			Entering a Citizen Contact in the App	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
BODY WORN CAMERA - PATROL USAGE				
			Patrol Body Worn Camera Storage / Upload	
			When to Use the Body Worn Camera	
			When NOT to Use the Body Worn Camera	
			Labeling Body Worn Camera Videos	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
MDC USAGE				
			Sign On/Off	
			MDC Features (Map, Units, Messaging, etc.)	
			Use MDC to Run People, Vehicle, etc.	
			Summary of Pending / Active CFS	
			Attaching to a CFS / Create a CFS	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
RADIO COMMUNICATION				
			Radio Features and Etiquette	
			Changing Radio Zones and Channels	
			Use Radio to Run People, Vehicle, etc.	
			Vehicle Compared to Portable Radios	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
TIME CLOCK PLUS (TCP)				
			Entering Time in TCP	
			Flex, Comp, PTO, and OT (OT Codes)	
			Extra-Duty / Special Assignment	
			Types of Leave and Transitional Duty	
			Holiday Time	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
EVIDENCE COLLECTION / PROCESSING				
			General Collection Procedures	
			Photographing Evidence Procedures	
			Booking of Evidence (Beast)	
			Discrepancies / Dispo Tracer	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
PARKING CITATIONS				
			Common Parking Violations	
			Issuing Parking Citations	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
TRAFFIC CITATIONS				
			Issuing Summons / Penalty Assessment	
			Utilizing Discretion / Verbal, Written	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
CRIMINAL CITATIONS				
			Issuing Criminal Summons (Jail)	
			Issuing Criminal Summons (Release)	
			Brazos / Paper Summons	
			Summons Corrections	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
DECISION-MAKING / PROBLEM SOLVING				
			SARA Model	
			PRIDE Model	
			PIE(T)	
			WIN	
			Other	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
USE OF FORCE				
			Use of Force Policy	
			Factors Influencing Using Force	
			Use of Force Continuum	
			Officer Presence	
			Verbal De-Escalation	
			Soft/Hard Empty Hand Tactics	
			Intermediate Weapons	
			Deadly Force	
			Use of Force Reporting (FACTS)	
			Use of Force Review (Supervisor)	
			Review Tennessee vs. Garner	
			Review Graham vs. Connor	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
			ARRESTS	
			Arrest Procedure	
			Probable Cause	
			Miranda Warnings	
			Arrest with Warrant	
			Arrest without a Warrant	
			Citation in Lieu of Detention	
			Booking Process at Jail	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
			SEARCHES	
			Probable Cause Search	
			Consent Search	
			Search Incident to Arrest	
			Stop and Frisk (Terry V. Ohio)	
			Exigent Circumstances	
			Forced Entry	
			Vehicle / Home Searches	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
			INVESTIGATIONS	
			Identify All Involved Parties (V/, S/, W/, R/P)	
			Interview Procedure and Techniques	
			Crime Scene Preservation	
			Show-Up Identifications	
			Victim's Right Act (VRA) Notifications	
			Photo Line-Up	
			Report Writing / Warrants	
			Domestic Violence Investigations	
			DV Relationships and DV Crimes	
			DV Arrests	
			DV Reports Writing	
			Protection Orders	
			Narcotics Investigations	
			Search and Seizure	
			Utilizing K9 Units	
			Identifying Narcotics for Charging	
			Proper Usage of PPE Gear	
			Theft Investigations	
			Auto Theft	
			Theft / Shoplifting	
			Importance of NCIC Entry/Removal	
			Automatic License Plate Reader (ALPR)	
			FLOCK / ATL / BOLO	

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
INVESTIGATIONS CONTINUED				
			Death Investigations	
			Initial Response to Scene	
			Preservation of Crime Scene (Log)	
			Interview / Notifications	
			Traffic Collision Investigations	
			Initial Response (Code 3, Routine)	
			Scene Management and Safety	
			Hwy / Roadway vs. Private Property	
			Investigating at Scene / Diagram Info	
			Traffic Collision Report Form (DR3447)	
			Fatal or Serious Bodily Injury Collisions	
			Hit and Run Collisions	
			DUI Investigations	
			Vehicle in Motion Phase (Stop Reason)	
			Personal Contact Phase (Observations)	
			Pre-Arrest Screening Phases (SFSTs)	
			DUI Charging (Adult / Juvenile)	
			DUI Processing (Jail, Detox, Hospital)	
			Expressed Consent Blood/Breath Tests	
			DUI Blood Draw Search Warrants	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
TRAFFIC SCENE MANAGEMENT				
			Usage of Patrol Vehicle, Cones, and Flares	
			Directing Traffic and Hand Signals	
			Traffic Control Safety Equipment (Vests)	
			Use of Tow Trucks	
			Traffic Hazards / Motorist Assists	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
EMERGENCY DRIVING / VEHICLE PURSUITS				
			Emergency Driving (Code 3)	
			Clearing Intersections	
			Examples of Appropriate Code 3 Driving	
			Pursuit Driving	
			Fail to Yield vs. Pursuit Defined	
			General Pursuit Procedures	
			Radio Communication During a Pursuit	
			Forced Stop Methods	
			Voluntary Termination of a Pursuit	
			Mandatory Termination of a Pursuit	
			Pursuit Alternatives and Stop Sticks	
			Pursuit Policy	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
EMERGENCY CFS RESPONSE				
			Code 3 Emergency Response	
			In-Progress vs. Cold Response	
			Just Occurred Crime Response	
			Radio Traffic	
			MDT (Information Gathering)	
			Communication (Dispatch)	
			Routine Response	
			CRT Role and Responsibility	
			Patrol Breaching Equipment/Shields	
			Contact Team Role and Responsibility	
			Containment Role and Responsibility	
			Setting up a Perimeter (Positions)	
			Barricade Incident without Hostages	
			Barricade Incident with Hostages	
			Responding to Suicidal Subjects	
			Vehicle-Based Incidents (High Risk Stop)	
			Responding to Hazardous Materials	
			Responding to Suspicious Mail/Packages	
			Responding to Biological Hazards	
			Missing Person Reports Criteria	
			Amber Alerts (Silver, Medina)	
I acknowledge my understanding of this topic.				INITIAL & DATE
I have discussed this topic with the OIT.				INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
JUVENILE PROCEDURES				
			Juvenile Court (Teen Court)	
			Juvenile Promise To Appear (PTA)	
			Juvenile Arrest, Detention, and Booking	
			Handcuffing / Holding Cell Procedures	
			Juvenile Interview / Interrogation	
			Missing / Found Child / Runaways	
			Difference between Juvenile/Adult DUI	
I acknowledge my understanding of this topic.				INITIAL & DATE
I have discussed this topic with the OIT.				INITIAL & DATE
OTHER / INFORMATIONAL / INCIDENTS				
			Reporting	
			Unfounded	
			Assist Other Agency	
			Found / Lost property	
I acknowledge my understanding of this topic.				INITIAL & DATE
I have discussed this topic with the OIT.				INITIAL & DATE
LONE TREE MUNICIPAL CODES				
			Overview of Municipal Codes	
			Municipal Charges / Warrants	
I acknowledge my understanding of this topic.				INITIAL & DATE
I have discussed this topic with the OIT.				INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
CIVIL MATTERS				
			Civil Matters Goal – Keep the Peace.	
			Landlord Tenant Act - Residential	
			Landlord Tenant Act - Commercial	
			Civil Process Servers	
			Court Orders	
			Civil Protection Orders	
			Keep The Peace	
			DCSO Civil Unit	
			Child Custody Orders / Parenting Plans	
			Reporting	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
EMERGENCY COMMITTAL ORDERS				
			M1 Holds	
			Emergency Committal Order Procedures	
			Use of Force on M1	
			Resources	
			Mental Health Facilities	
			Community Response Team (CRT)	
			HEART	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE

1	2	3	PROFICIENCY TASK TRAINING TOPICS	REFERENCE
COMMUNITY POLICING				
			LTPD Community Policing Philosophy	
			Policing with Purpose	
			Citizen / Business Contacts (Events)	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE
COURT EXPERIENCES				
			County Court Appearances	
			Subpoenas and Failure to Appear	
			Defense Interviews	
			Municipal Court Appearances	
			Court Testimony	
			Motor Vehicle Department Hearings (DOR)	
			I acknowledge my understanding of this topic.	INITIAL & DATE
			I have discussed this topic with the OIT.	INITIAL & DATE



LONE TREE POLICE DEPARTMENT



PHASE 1 EXPECTATIONS

Overview

- Phase 1 sets the foundation for the rest of your field training. You will be required to show practical application in basic patrol tasks and demonstrate sound officer safety.
- You will be required to know and utilize basic radio codes and the phonetic alphabet.
- You will be introduced to several different calls for service and multi-tasking situations. You are required to complete at least 10 traffic stops and 10 citizen contacts during this phase.
- You will be exposed to all districts to receive the best training experience possible.
- Your FTO is here for your success. It is imperative you also invest in your own success.
- Your decisions are expected to be based off the 4 Policing Priorities – Priority of Life, Priority of Stabilization, Priority of Time, and then the Priority of Apprehension. Your decisions should also be based on decision-making models, department policy and procedures, work experience, and critical thinking.

Roles

- During Phase 1 you are to focus on *LEARNING*. You will be incorporating what you learned at the academy with the specific policies and procedures of the Lone Tree Police Department. Your FTO will challenge you to do more and will let you work as much as you can handle. Expect to be handling almost all of the paperwork by the end of the phase. This will allow you to truly develop your notetaking ability and investigative skills.
- Your Phase 1 FTO is your *FOUNDATIONAL* trainer and will *TRAIN* you to do the job of a solo capable officer.
- Ask questions as needed, your FTO is always available as a resource. Begin to identify and utilize other resources such as other officers, policies, or any other provided materials. Demonstrate initiative and make your own decisions.
- Verbalize your plan to your FTO so you are on the same page before taking any type of action and then make it happen.

Debriefing

- You will be debriefed after calls based on Lone Tree PD's definition of a solo capable officer. Do not expect to be perfect. Instead, be willing to learn and always strive to do better with each call.
- Your FTO will tell you how you are doing and will do their best to go over your DOR at the end of each shift, or the beginning of the next shift. You will debrief calls for service utilizing the FTO



LONE TREE POLICE DEPARTMENT



PHASE 1 EXPECTATIONS

Critical Thinking Questions – If/When/Then? (Pre), What?, How?, Why?, and If/When/Then? (Post)
Your FTO will frequently ask these questions to assist you in developing your own decision-making process.

- Do not be afraid to ask questions. Your FTO cannot read minds, so verbalize your concerns and questions.
- Part of your FTO's job is to find your limits. You must trust that they have your best interests in mind and would never ask you to do something they would not do themselves.

Priorities

- You are a police officer with the Lone Tree Police Department and are expected to always maintain professionalism, integrity, and honesty. You will always conduct yourself within the agency's core values of T.E.A.C.H.
- Treat everyone with dignity and respect, but never compromise officer safety, tactics, or appropriate utilization of force.
- Your safety must never be taken for granted. Officer safety is of the utmost importance.
- Family comes first. If you need time off for your family, just let your FTO know, and they will make the appropriate notifications.
- Your FTO's job is to *TRAIN* you and keep you safe. So, relax and have fun. This is the best job in the world, and we must enjoy what we do.



LONE TREE POLICE DEPARTMENT



MID-PHASE SELF-EVALUATION FORM

OIT: A. Example #1234

DATE: _____

FTO: _____

TRAINING PHASE: ☒ 1 ☐ 2 ☐ 3

What three performance areas did you excel in this week?

What three performance areas were the most challenging for you this week?

What were the three most important things you learned this week?

Is there any training your FTO or the FTO Program can provide to you to help you be more successful?

Completed by FTO:

Review OIT input verbally with OIT. Were OIT's observations consistent with FTO's? If not, list inconsistencies and what was done to address them.

OIT SIGNATURE: _____

FTO SIGNATURE: _____



LONE TREE POLICE DEPARTMENT



PHASE BOARD FORM

CURRENT PHASE: 1 NEXT PHASE: 2 DATE: _____ TIME: _____

LOCATION OF PHASE BOARD: LTPD Justice Center

OFFICER-IN-TRAINING: A. Example #1234

CURRENT FIELD TRAINING OFFICER: _____

NEXT FIELD TRAINING OFFICER: _____

COORDINATING SERGEANT: _____

FIELD TRAINING STATUS

OIT Status Debrief - How is the OIT doing?

☐ Yes

☐ No

Exposure Form Current:

☐ Yes

☐ No

Proficiency Task Forms Current:

☐ Yes

☐ No

Daily Observation Reports (DORs) Current:

☐ Yes

☐ No

Zeros Check Conducted/All Reports Current:

☐ Yes

☐ No

FTO RECOMMENDS OIT ADVANCE TO NEXT PHASE?

☐ Yes

☐ No

FIELD TRAINING OFFICER COMMENTS

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:



LONE TREE POLICE DEPARTMENT



PHASE BOARD FORM

OFFICER-IN-TRAINING SELF ASSESSMENT

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:

OFFICER-IN-TRAINING REQUEST(S) FOR ADDITIONAL TRAINING:

PHASE BOARD TOPICS FOR DISCUSSION

- ☐ Officer-In-Training New Schedule
- ☐ Officer-In-Training New Chain of Command
- ☐ Review Phase Expectations
- ☐ Phase Workload Expectations
 - Phase 1: 70% Learning – 30% Applying (Crawl)
 - Phase 2: 40% Learning – 60% Applying (Walk)
 - Phase 3: 10% Learning – 90% Applying (Run)
 - Phase 4: 100% Applying (Evaluation #1)
 - Phase 5: 100% Applying (Evaluation #2)
- ☐ Any Administrative/Equipment Issues?

OFFICER-IN-TRAINING SIGNATURE:		
FIELD TRAINING OFFICER SIGNATURE:		
COORDINATING SERGEANT:		
LIEUTENANT:		



LONE TREE POLICE DEPARTMENT



PHASE 2 EXPECTATIONS

Overview

- Phase 2 is the core of police work. You will be introduced to several different types of investigations, have a lot of paperwork and data entry, and continue to increase the amount of work you are doing on your own.
- You will be exposed to all districts to receive the best training experience possible.
- Build upon the knowledge you gained in Phase 1 to further enhance your knowledge and skills.
- Your decisions are expected to be based off the 4 Policing Priorities – Priority of Life, Priority of Stabilization, Priority of Time, and then the Priority of Apprehension. Your decisions should also be based on decision-making models, department policy and procedures, work experience, and critical thinking.

Roles

- During Phase 2 you are to *TRY* to demonstrate proper operating procedures of being a solo capable officer as much as you can. Your FTO will challenge you to do more and will let you work as much as you can handle.
- Your FTO is going to *EXPOSE* you to various calls for service or self-initiated activities. The FTO is there to *COACH* you as you attempt to take on more work.
- Ask questions as needed, your FTO is always available as a resource. Begin to identify and utilize other resources such as other officers, policies, or any other materials provided. Demonstrate initiative and make your own decisions.

Debriefing

- You will be debriefed after calls based on Lone Tree PD's definition of a solo capable officer. Do not expect to be perfect. Instead, be willing to learn and always strive to do better each call for service.
- Your FTO will tell you how you are doing and will do their best to go over your DOR at the end of each shift, or the beginning of the next shift. You will debrief calls for service utilizing the FTO Critical Thinking Questions – If/When/Then? (Pre), What?, How?, Why?, and If/When/Then? (Post) Your FTO will frequently ask these questions to assist you in developing your own decision-making process.
- Do not be afraid to ask questions. Take every opportunity to ask your FTO about calls for service, experiences, and training. If something is not clear, ask about it.
- Part of your FTO's job is to find your limits. You must trust that they have your best interests in mind and would never ask you to do something they would not do themselves.



LONE TREE POLICE DEPARTMENT



PHASE 2 EXPECTATIONS

Priorities

- You are a police officer with the Lone Tree Police Department and are expected to always maintain professionalism, integrity, and honesty. You will always conduct yourself within the agency's core values of T.E.A.C.H.
- Treat everyone with dignity and respect, but never compromise officer safety, tactics, or appropriate utilization of force.
- Your safety must never be taken for granted. Officer safety is of the utmost importance.
- Family comes first. If you need time off for your family, just let your FTO know, and they will make the appropriate notifications.
- Your FTO's job is to *COACH* you and keep you safe. So, relax and have fun. This is the best job in the world, and we must enjoy what we do.



LONE TREE POLICE DEPARTMENT



MID-PHASE SELF-EVALUATION FORM

OIT: A. Example #1234

DATE: _____

FTO: _____

TRAINING PHASE: ☐ 1 ☒ 2 ☐ 3

What three performance areas did you excel in this week?

What three performance areas were the most challenging for you this week?

What were the three most important things you learned this week?

Is there any training your FTO or the FTO Program can provide to you to help you be more successful?

Completed by FTO:

Review OIT input verbally with OIT. Were OIT's observations consistent with FTO's? If not, list inconsistencies and what was done to address them.

OIT SIGNATURE: _____

FTO SIGNATURE: _____



LONE TREE POLICE DEPARTMENT



PHASE BOARD FORM

CURRENT PHASE: 2 NEXT PHASE: 3 DATE: _____ TIME: _____

LOCATION OF PHASE BOARD: LTPD Justice Center

OFFICER-IN-TRAINING: A. Example #1234

CURRENT FIELD TRAINING OFFICER: _____

NEXT FIELD TRAINING OFFICER: _____

COORDINATING SERGEANT: _____

FIELD TRAINING STATUS

OIT Status Debrief - How is the OIT doing?

☐ Yes

☐ No

Exposure Form Current:

☐ Yes

☐ No

Proficiency Task Forms Current:

☐ Yes

☐ No

Daily Observation Reports (DORs) Current:

☐ Yes

☐ No

Zeros Check Conducted/All Reports Current:

☐ Yes

☐ No

FTO RECOMMENDS OIT ADVANCE TO NEXT PHASE?

☐ Yes

☐ No

FIELD TRAINING OFFICER COMMENTS

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:



LONE TREE POLICE DEPARTMENT



PHASE BOARD FORM

OFFICER-IN-TRAINING SELF ASSESSMENT

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:

OFFICER-IN-TRAINING REQUEST(S) FOR ADDITIONAL TRAINING:

PHASE BOARD TOPICS FOR DISCUSSION

- ☐ Officer-In-Training New Schedule
- ☐ Officer-In-Training New Chain of Command
- ☐ Review Phase Expectations
- ☐ Phase Workload Expectations
 - Phase 1: 70% Learning – 30% Applying (Crawl)
 - Phase 2: 40% Learning – 60% Applying (Walk)
 - Phase 3: 10% Learning – 90% Applying (Run)
 - Phase 4: 100% Applying (Evaluation #1)
 - Phase 5: 100% Applying (Evaluation #2)
- ☐ Any Administrative/Equipment Issues?

OFFICER-IN-TRAINING SIGNATURE:		
FIELD TRAINING OFFICER SIGNATURE:		
COORDINATING SERGEANT:		
LIEUTENANT:		



LONE TREE POLICE DEPARTMENT



PHASE 3 EXPECTATIONS

Overview

- Phase 3 focuses on refining your skills. You will be introduced to some new and more complex investigations. You will be expected to continue to utilize the skills and experiences you have learned in the previous phases.
- You will be exposed to all districts to receive the best training experience possible.
- You should be getting to be comfortable handling any call for service on your own that you have previously experienced. Your FTO will still be available to assist with any calls for service you have not previously experienced, but you are encouraged to try and solve the problem on your own first.
- Your decisions are expected to be based off the 4 Policing Priorities – Priority of Life, Priority of Stabilization, Priority of Time, and then the Priority of Apprehension. Your decisions should also be based on decision-making models, department policy and procedures, work experience, and critical thinking.

Roles

- You are expected to be *DOING* nearly 100% of all the work on your own by the end of Phase 3.
- Your FTO will help you, if needed, but will become more of a *MENTOR as you progress through this phase*. The FTO will continue to expose you to as much as possible and try to get you calls for service that you have not previously experienced.
- Continue to ask questions but work as if your FTO is not there. Take charge of investigations, be the primary officer, show initiative and drive, and make your own decisions.

Debriefing

- You will be debriefed after calls based on Lone Tree PD's definition of a solo capable officer. Do not expect to be perfect. Instead, be willing to learn and always strive to do better each call for service.
- Your FTO will tell you how you are doing and will do their best to go over your previous day's DOR at the beginning of the next shift. You will debrief calls for service utilizing the FTO Critical Thinking Questions – If/When/Then? (Pre), What?, How?, Why?, and If/When/Then? (Post) Your FTO will frequently ask these questions to assist you in developing your own decision-making process.
- Do not be afraid to ask questions. Take every opportunity to ask your FTO about calls, experiences, and training. If something is not clear, ask about it.



LONE TREE POLICE DEPARTMENT



PHASE 3 EXPECTATIONS

- Part of your FTO's job is to find your limits. You must trust that they have your best interests in mind and would never ask you to do something they would not do themselves.

Priorities

- You are a police officer with the Lone Tree Police Department and are expected to always maintain professionalism, integrity, and honesty. You will always conduct yourself within the agency's core values of T.E.A.C.H.
- Treat everyone with dignity and respect, but never compromise officer safety, tactics, or appropriate utilization of force.
- Your safety must never be taken for granted. Officer safety is of the utmost importance.
- Family comes first. If you need time off for your family, just let your FTO know, and they will make the appropriate notifications.
- Your FTO's job is to *MENTOR* you and keep you safe. So, relax and have fun. This is the best job in the world, and we must enjoy what we do.



LONE TREE POLICE DEPARTMENT



MID-PHASE SELF-EVALUATION FORM

OIT: A. Example #1234

DATE: _____

FTO: _____

TRAINING PHASE: ☐ 1 ☐ 2 ☒ 3

What three performance areas did you excel in this week?

What three performance areas were the most challenging for you this week?

What were the three most important things you learned this week?

Is there any training your FTO or the FTO Program can provide to you to help you be more successful?

Completed by FTO:

Review OIT input verbally with OIT. Were OIT's observations consistent with FTO's? If not, list inconsistencies and what was done to address them.

OIT SIGNATURE: _____

FTO SIGNATURE: _____



LONE TREE POLICE DEPARTMENT



PHASE BOARD FORM

CURRENT PHASE: 3 NEXT PHASE: 4 DATE: _____ TIME: _____

LOCATION OF PHASE BOARD: LTPD Justice Center

OFFICER-IN-TRAINING: A. Example #1234

CURRENT FIELD TRAINING OFFICER: _____

NEXT FIELD TRAINING OFFICER: _____

COORDINATING SERGEANT: _____

FIELD TRAINING STATUS

OIT Status Debrief - How is the OIT doing?

☐ Yes

☐ No

Exposure Form Current:

☐ Yes

☐ No

Proficiency Task Forms Current:

☐ Yes

☐ No

Daily Observation Reports (DORs) Current:

☐ Yes

☐ No

Zeros Check Conducted/All Reports Current:

☐ Yes

☐ No

FTO RECOMMENDS OIT ADVANCE TO NEXT PHASE?

☐ Yes

☐ No

FIELD TRAINING OFFICER COMMENTS

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:



LONE TREE POLICE DEPARTMENT



PHASE BOARD FORM

OFFICER-IN-TRAINING SELF ASSESSMENT

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:

OFFICER-IN-TRAINING REQUEST(S) FOR ADDITIONAL TRAINING:

PHASE BOARD TOPICS FOR DISCUSSION

- ☐ Officer-In-Training New Schedule
- ☐ Officer-In-Training New Chain of Command
- ☐ Review Phase Expectations
- ☐ Phase Workload Expectations
 - Phase 1: 70% Learning – 30% Applying (Crawl)
 - Phase 2: 40% Learning – 60% Applying (Walk)
 - Phase 3: 10% Learning – 90% Applying (Run)
 - Phase 4: 100% Applying (Evaluation #1)
 - Phase 5: 100% Applying (Evaluation #2)
- ☐ Any Administrative/Equipment Issues?

OFFICER-IN-TRAINING SIGNATURE:		
FIELD TRAINING OFFICER SIGNATURE:		
COORDINATING SERGEANT:		
LIEUTENANT:		



LONE TREE POLICE DEPARTMENT



PHASE 4 EXPECTATIONS

Overview

- Phase 4 is your first Evaluation Phase. You are to demonstrate your ability to function as a solo capable officer.
- You are to be signed off on all critical tasks. Take the initiative to get involved in as many different calls for service as possible while you still have an FTO with you to maximize your learning.
- You should be able to demonstrate proficiency in multi-tasking, a good working knowledge of CRS, understanding of the LTPD policy and procedures, general knowledge of criminal procedure, and sound officer safety skills.
- Your FTO is here to catch you if you fall, but short of putting yourself or someone else in harm's way, violating laws, rights, or policies, your FTO will be hands off.
- Your decisions are expected to be based off the 4 Policing Priorities – Priority of Life, Priority of Stabilization, Priority of Time, and then the Priority of Apprehension. Your decisions should also be based on decision-making models, department policy and procedures, work experience, and critical thinking.

Roles

- You will be evaluated against the expectations of a solo-capable officer per the Standard Evaluation Guidelines (SEG). You'll be operating on your own, but this does not mean you have to do everything on your own. Utilize your resources and delegate tasks, but you will be the primary case officer on many calls.
- Your FTO is there merely to ensure your safety and redirect you for any potential law or policy violations.
- Take charge of investigations, show your initiative and drive, and make your own decisions.
- Be responsible for keeping up your administrative tasks, report writing /data entry, paperwork, and the approval process. Conduct thorough and detailed investigations and follow up.

Evaluation

- You will be evaluated based on Lone Tree PD's definition of a solo capable officer. Do not expect to be perfect. Instead, be willing to learn and always strive to do better each call for service.
- There are no secrets in the evaluations. Your FTO will tell you how you are doing and will do their best to go over your DOR at the end of each shift, or the beginning of the next shift. You will still



LONE TREE POLICE DEPARTMENT



PHASE 4 EXPECTATIONS

debrief calls for service utilizing the FTO Critical Thinking Questions – If/When/Then? (Pre), What?, How?, Why?, and If/When/Then? (Post) Your FTO will frequently ask these questions to assist you in developing your own decision-making process.

- Do not be afraid to ask questions when not on calls for service. Take every opportunity to ask your FTO about calls for service, experiences, and training. If something is not clear, ask about it.
- Phase 4 Scoring: (5) Exceeds Expectations, (4) Solo Capable, (3) Nearly Solo Capable, (2) Not Solo Capable, and (1) Unacceptable: Not Solo Capable. The scores you receive are not based upon good and bad. They merely represent your ability to perform the calls for service you go on at a solo capable officer level on your own.

Priorities

- You are a police officer with the Lone Tree Police Department and are expected to always maintain professionalism, integrity, and honesty. You will always conduct yourself within the agency's core values of T.E.A.C.H.
- Treat everyone with dignity and respect, but never compromise officer safety, tactics, or appropriate utilization of force.
- Your safety must never be taken for granted. Officer safety is of the utmost importance.
- Family comes first. If you need time off for your family, just let your FTO know, and they will make the appropriate notifications.
- Your FTO's job is to *EVALUATE* you and keep you safe. So, relax and have fun. This is the best job in the world, and we must enjoy what we do.



LONE TREE POLICE DEPARTMENT



PHASE BOARD FORM

CURRENT PHASE: 4 NEXT PHASE: 5 DATE: _____ TIME: _____

LOCATION OF PHASE BOARD: LTPD Justice Center

OFFICER-IN-TRAINING: A. Example #1234

CURRENT FIELD TRAINING OFFICER: _____

NEXT FIELD TRAINING OFFICER: _____

COORDINATING SERGEANT: _____

FIELD TRAINING STATUS

OIT Status Debrief - How is the OIT doing?

☐ Yes

☐ No

Exposure Form Current:

☐ Yes

☐ No

Proficiency Task Forms Current:

☐ Yes

☐ No

Daily Observation Reports (DORs) Current:

☐ Yes

☐ No

Zeros Check Conducted/All Reports Current:

☐ Yes

☐ No

FTO RECOMMENDS OIT ADVANCE TO NEXT PHASE?

☐ Yes

☐ No

FIELD TRAINING OFFICER COMMENTS

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:



LONE TREE POLICE DEPARTMENT



PHASE BOARD FORM

OFFICER-IN-TRAINING SELF ASSESSMENT

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:

OFFICER-IN-TRAINING REQUEST(S) FOR ADDITIONAL TRAINING:

PHASE BOARD TOPICS FOR DISCUSSION

- ☐ Officer-In-Training New Schedule
- ☐ Officer-In-Training New Chain of Command
- ☐ Review Phase Expectations
- ☐ Phase Workload Expectations
 - Phase 1: 70% Learning – 30% Applying (Crawl)
 - Phase 2: 40% Learning – 60% Applying (Walk)
 - Phase 3: 10% Learning – 90% Applying (Run)
 - Phase 4: 100% Applying (Evaluation #1)
 - Phase 5: 100% Applying (Evaluation #2)
- ☐ Any Administrative/Equipment Issues?

OFFICER-IN-TRAINING SIGNATURE:		
FIELD TRAINING OFFICER SIGNATURE:		
COORDINATING SERGEANT:		
LIEUTENANT:		



LONE TREE POLICE DEPARTMENT



PHASE 5 EXPECTATIONS

Overview

- Phase 5 is your second evaluation phase. Continue demonstrating your ability to function as a solo capable officer with your FTO serving merely as a safety net.
- You are to be signed off on all critical tasks. Take the initiative to get involved in as many different calls for service as possible while you still have an FTO with you to maximize your learning.
- You should be able to demonstrate proficiency in multi-tasking, a good working knowledge of CRS, understanding of the LTPD policy and procedures, general knowledge of criminal procedure, and sound officer safety skills.
- Your FTO is here to catch you if you fall, but short of putting yourself or someone else in harm's way, violating laws, rights, or policies, your FTO will be hands off.
- Your decisions are expected to be based off the 4 Policing Priorities – Priority of Life, Priority of Stabilization, Priority of Time, and then the Priority of Apprehension. Your decisions should also be based on decision-making models, department policy and procedures, work experience, and critical thinking.

Roles

- You are expected to be completing 100% of the work. You will be evaluated against the expectations of a solo-capable officer per the Standard Evaluation Guidelines (SEG). You'll be operating on your own, but this does not mean you have to do everything on your own. Utilize your resources and delegate tasks, but you will be the primary case officer on many calls.
- Your FTO is there merely to ensure your safety and redirect you for any potential law or policy violations.
- Take charge of investigations, show your initiative and drive, and make your own decisions.
- Be responsible for keeping up your administrative tasks, report writing /data entry, paperwork, and the approval process. Conduct thorough and detailed investigations and follow up.

Evaluation

- You will be evaluated based on Lone Tree PD's definition of a solo capable officer. Do not expect to be perfect. Instead, be willing to learn and always strive to do better each call for service.
- There are no secrets in the evaluations. Your FTO will tell you how you are doing and will do their best to go over your DOR at the end of each shift, or the beginning of the next shift. You will still



LONE TREE POLICE DEPARTMENT



PHASE 5 EXPECTATIONS

debrief calls for service utilizing the FTO Critical Thinking Questions – If/When/Then? (Pre), What?, How?, Why?, and If/When/Then? (Post) Your FTO will frequently ask these questions to assist you in developing your own decision-making process.

- Do not be afraid to ask questions when not on calls for service. Take every opportunity to ask your FTO about calls for service, experiences, and training. If something is not clear, ask about it.
- Phase 5 Scoring: (5) Exceeds Expectations, (4) Solo Capable, (3) Nearly Solo Capable, (2) Not Solo Capable, and (1) Unacceptable: Not Solo Capable. The scores you receive are not based upon good and bad. They merely represent your ability to perform the calls for service you go on at a solo capable officer level on your own.

Priorities

- You are a police officer with the Lone Tree Police Department and are expected to always maintain professionalism, integrity, and honesty. You will always conduct yourself within the agency's core values of T.E.A.C.H.
- Treat everyone with dignity and respect, but never compromise officer safety, tactics, or appropriate utilization of force.
- Your safety must never be taken for granted. Officer safety is of the utmost importance.
- Family comes first. If you need time off for your family, just let your FTO know, and they will make the appropriate notifications.
- Your FTO's job is to *EVALUATE* you and keep you safe. So, relax and have fun. This is the best job in the world, and we must enjoy what we do.



LONE TREE POLICE DEPARTMENT



PHASE BOARD FORM

CURRENT PHASE: 5 NEXT PHASE: Solo DATE: _____ TIME: _____

LOCATION OF PHASE BOARD: LTPD Justice Center

OFFICER-IN-TRAINING: A. Example #1234

CURRENT FIELD TRAINING OFFICER: _____

NEXT FIELD TRAINING OFFICER: _____

COORDINATING SERGEANT: _____

FIELD TRAINING STATUS

OIT Status Debrief - How is the OIT doing?

☐ Yes

☐ No

Exposure Form Current:

☐ Yes

☐ No

Proficiency Task Forms Current:

☐ Yes

☐ No

Daily Observation Reports (DORs) Current:

☐ Yes

☐ No

Zeros Check Conducted/All Reports Current:

☐ Yes

☐ No

FTO RECOMMENDS OIT ADVANCE TO NEXT PHASE?

☐ Yes

☐ No

FIELD TRAINING OFFICER COMMENTS

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:



LONE TREE POLICE DEPARTMENT



PHASE BOARD FORM

OFFICER-IN-TRAINING SELF ASSESSMENT

OFFICER-IN-TRAINING STRENGTHS:

OFFICER-IN-TRAINING AREAS FOR IMPROVEMENT:

OFFICER-IN-TRAINING REQUEST(S) FOR ADDITIONAL TRAINING:

PHASE BOARD TOPICS FOR DISCUSSION

- ☐ Officer-In-Training New Schedule
- ☐ Officer-In-Training New Chain of Command
- ☐ Review Phase Expectations
- ☐ Phase Workload Expectations
 - Phase 1: 70% Learning – 30% Applying (Crawl)
 - Phase 2: 40% Learning – 60% Applying (Walk)
 - Phase 3: 10% Learning – 90% Applying (Run)
 - Phase 4: 100% Applying (Evaluation #1)
 - Phase 5: 100% Applying (Evaluation #2)
- ☐ Any Administrative/Equipment Issues?

OFFICER-IN-TRAINING SIGNATURE:		
FIELD TRAINING OFFICER SIGNATURE:		
COORDINATING SERGEANT:		
LIEUTENANT:		



LONE TREE POLICE DEPARTMENT



RELEASE FROM FIELD TRAINING

DATE: _____

OFFICER: A. Example #1234

SERGEANT: _____

OFFICER STATUS

Officer is Operating at a Solo Capable Officer Level:	☐ Yes	☐ No
Officer Demonstrates Good Safety Practices:	☐ Yes	☐ No
Officer Demonstrates Good Search/Seizure Practices:	☐ Yes	☐ No
Officer Demonstrates Good Decision-Making:	☐ Yes	☐ No
Reviewed this Form with Officer:	☐ Yes	☐ No
SERGEANT RECOMMENDS RELEASE FROM FTO:	☐ Yes	☐ No

* If "NO" is marked for any response above, contact the Field Training Program Manager immediately to discuss options.

* Meet with officer to review and sign this form. Once signed, return the Critical Task Workbook to the Field Training Program Manager.

SERGEANT COMMENTS

OFFICER STRENGTHS:

OFFICER AREAS FOR IMPROVEMENT:

OFFICER SIGNATURE:

SERGEANT SIGNATURE:

STANDARD EVALUATION GUIDELINES

STANDARD EVALUATION GUIDELINE (SEG) CATEGORIES:

- **CFS/Response Performance**
 - CFS-related Activities
 - Cognitive Abilities/General Multi-Tasking
 - CFS-related Community Policing (Compol)
- **Self-Initiated Activity Performance**
 - Self-Initiated Activity
 - Cognitive Abilities/General Multi-Tasking
 - Self-Initiated Compol
- **Communication and Relationships**
 - Written, Verbal, and Non-Verbal Communications
 - Interpersonal Relationships (Sworn, Non-Sworn, Citizens)
 - Attitude
- **Officer Safety Skills/Tactical Safety**
 - Officer Safety Skills
 - Officer Safety Multi-Tasking
 - Tactical Safety
 - Emergency Traffic Response
- **Law Enforcement Decision-Making**
 - Proper Application of Colorado Laws and Municipal Codes
 - Department Policies and Procedures
 - Adaptive/Creative Problem Solving
- **Motor Vehicle Operation/Orientation**
 - Basic Vehicle Operation and Vehicle Multi-Tasking
 - Code 3/Emergency Response Driving
 - Orientation Skills

* Any significant, repeated issue(s) with any of the Standard Evaluations Categories can be cause for the creation of a Performance Training Plan (PTP), if the issue(s) would prevent the OIT from being a successful solo capable police officer.

STANDARD EVALUATION GUIDELINES SCORING RUBRIC:

This is the scoring rubric utilized for Evaluation Phases 4 and 5:

(5) Exceeds Standards:

Trainee was able to accomplish solo capable officer task(s) with no assistance from Field Training Officer and went above and beyond what the typical officer would have done if presented with the same circumstances.

(4) Solo Capable:

Trainee was able to accomplish solo capable officer task(s) with no assistance from Field Training Officer as proficiently as a typical officer presented with the same circumstances. The trainee may use all other resources normally available to a solo patrol officer.

(3) Nearly Solo Capable:

Trainee was able to do most of the solo capable officer task(s), but required some assistance from Field Training Officer to be at an acceptable level. Trainee had some difficulty identifying available options and/or making a decision, but reached an acceptable decision on their own. Assistance could be based upon lack of knowledge, skill, and/or appropriate application.

(2) Not Solo Capable:

Trainee was able to do some of the solo capable officer task(s), but required significant assistance from Field Training Officer to be at an acceptable level. Trainee had significant difficulty identifying available options and/or making a decision, but only reaches an acceptable decision with Field Training Officer assistance. Assistance could be based upon lack of knowledge, skill, and/or appropriate application.

(1) Unacceptable – Not Solo Capable:

Trainee could not complete the solo capable officer task(s) without the Field Training Officer being required to significantly intervene. Intervention may have been necessary due to failure to identify options, failure to make any decision, failure to engage, committed or was about to commit a significant rights violation, and/or committed or was about to commit a significant officer safety violation.

CFS/RESPONSE PERFORMANCE:

- CFS-related Activities
- Cognitive Abilities/General Multi-Tasking
- CFS-related Community Policing (Compol)

SOLO CAPABLE OFFICER TASKS:

- Responds to calls for service, investigates, and takes enforcement action (when appropriate) upon suspicious situations or while handling compol activities.
- Appropriately applies Policing Priorities of Life, Stabilization, Time, and then Apprehension.
- Demonstrates the ability to address multiple tasks or issues effectively while applying listed Policing Priorities.
- Thinks through problems by identifying multiple options or alternatives for handling situations.
- Recognizes the need to interview parties and identify who has relevant information.
- Identifies the need to elicit information to clarify circumstances or facts, locate potential evidence, and protect potential evidence.
- Does not hesitate to take action.
- Uses department resources, interacts positively with the community, and incorporates the best interest of the community into his/her problem solving.
- Recognizes compol opportunities and makes appropriate referrals.
- Uses appropriate discretion when deciding to enforce laws, maintain order, utilize social resources, or educate the public.

SELF-INITIATED ACTIVITY PERFORMANCE:

- Self-Initiated Activity
- Cognitive Abilities/General Multi-Tasking
- Self-Initiated Community Policing (Compol)

SOLO CAPABLE OFFICER TASKS:

- Appropriately utilizes uncommitted patrol time to initiate enforcement, take investigative action upon suspicious situations, or initiate compol activities.
- Appropriately applies Policing Priorities of Life, Stabilization, Time, and then Apprehension.
- Demonstrates the ability to address multiple tasks or issues effectively while applying listed Policing Priorities.
- Thinks through problems by identifying multiple options or alternatives for dealing with situations.
- Self-initiates to back up other officers.
- Recognizes the need to interview parties and identify who has relevant information.
- Identifies the need to elicit information to clarify circumstances or facts, locate potential evidence, and protect potential evidence.
- Does not hesitate to take action.
- Uses department resources, interacts positively with the community, and incorporates the best interest of the community into his/her problem solving.
- Uses appropriate discretion when deciding to enforce laws, maintain order, utilize social resources, or educate the public.
- Recognizes compol opportunities and makes appropriate referrals.

COMMUNICATION AND RELATIONSHIPS:

- Written, Verbal, and Non-Verbal Communications
- Interpersonal Relationships (Sworn, Non-Sworn, Citizens)
- Attitude

SOLO CAPABLE OFFICER TASKS:

- Communication skills (written, verbal, and non-verbal) are appropriate, clear, professional, and accurate to the circumstances.
- Ensures all applicable/relevant information is obtained prior to concluding investigative contacts.
- Documents the events and circumstances accurately and without relying solely on the Body Worn Camera (BWC).
- Ensures grammar, spelling, word usage, and sentence structure errors do not compromise clarity of meaning.
- Ensures reports are complete for given set of facts and information.
- Proofreads reports and forms for errors and corrections before submittal.
- Ensures written work meets standards of acceptable submittal quality to the point reports are rarely returned for correction.
- Ensures the use of DraftOne is the primary way of report writing
- Responds to the radio and computer in an accurate, brief, and clear fashion.
- Listens to transmissions of other patrol units and responds accordingly.
- Uses appropriate codes, etiquette, and provides his/her location when transmitting and receiving information or data.
- Effectively and efficiently uses computers for accomplishing work-related tasks.
- Interactions with sworn, non-sworn, and citizens are based upon dignity and respect to all, without compromising safety, tactics, or utilization of appropriate force.
- Is open to learning and responds positively to feedback while taking responsibility for his/her actions, attitude, and effort.
- Builds and maintains good working relationships with all coworkers and citizens through actions that are not biased in any manner.

OFFICER SAFETY SKILLS / TACTICAL SAFETY:

- Officer Safety Skills
- Officer Safety Multi-Tasking
- Tactical Safety
- Emergency Traffic Response

SOLO CAPABLE OFFICER TASKS:

- Actions reflect the Policing Priorities of Life, Stabilization, Time, and then Apprehension.
- Utilizes common patterns of law enforcement encounters to make predictions with If, When, Then thinking.
- Does not place self or others at unnecessary risk.
- Reactive to the movements and comments of others and are accompanied by levels of verbal and nonverbal response that control, neutralize, or de-escalate a situation.
- Does not hesitate to provide physical or verbal assistance to other officers when necessary.
- Maintains control of reporting parties, witnesses, and suspects during questioning or interviews.
- Demonstrates officer safety in the listed areas:
 - Does not expose weapons (baton, handgun, TASER, etc.) to suspect(s) or other potential threats.
 - Keeps gun hand free during enforcement situations.
 - Uses tactical positioning when contacting violators and/or vehicles.
 - Influences subject movement and places them in positions of disadvantage, when possible.
 - Maintains sight of the violator while writing citation(s).
 - Searches the police vehicle backseat before duty and after transporting prisoners.
 - Properly searches and/or handcuffs prisoners.
 - Safely and legally conducts pat down searches of suspicious persons when circumstances justify it.
 - Recognizes potential threats and has good situational awareness; utilizes distance, physical barriers, cover, concealment, and other basic officer safety techniques.

LAW ENFORCEMENT DECISION-MAKING:

- Proper Application of Colorado Laws and Municipal Codes
- Department Policies and Procedures
- Adaptive/Creative Problem Solving

SOLO CAPABLE OFFICER TASKS:

- Demonstrates knowledge of and the ability to take appropriate actions based upon the laws of their agency's jurisdiction.
- Can distinguish between criminal, non-criminal, and civil activity.
- Understands and appropriately applies search, seizure, and arrest laws.
- Utilizes his/her knowledge of and application of traffic laws to make subject contacts and potentially lead to next level investigations.
- Demonstrates the ability to manage vehicle and pedestrian traffic in complex situations, utilizes appropriate safety equipment, and directs other support resources as needed.
- Manages accident investigation scenes and secures pertinent accident reporting information.
- Uses his/her knowledge to apply appropriate department policy and procedure when interacting with others.
- Is familiar with how to access the Departmental Directives, Policy Manual, Employee Handbook, memorandums, and other training guidelines.
- Can apply state law, department policy, and municipal codes to solve problems.
- Uses appropriate discretion when enforcing laws, maintaining order, utilizing social resources, or educating the public.

MOTOR VEHICLE OPERATION / ORIENTATION:

- Basic Vehicle Operation and Vehicle Multi-Tasking
- Code 3/Emergency Response Driving
- Orientation Skills

SOLO CAPABLE OFFICER TASKS:

- Maintains safe vehicle control while responding to calls for service, self-initiating activity, and during general patrol operations.
- Patrol vehicle speed and operation is reasonable or within emergency response policy guidelines and matches road/traffic conditions.
- Promptly responds to pedestrian and driver action/error by taking evasive action.
- Conducts a pre-use and post-use vehicle inspection and ensures equipment is in good working order.
- Demonstrates knowledge of major streets, intersections, locations, landmarks, hundred block numbering sequence, and patrol area boundaries.
- Determines locations and destinations in a timely manner, with or without the use of maps.
- Is consistently aware of his/her current location.

TRAINING ACTIVITIES

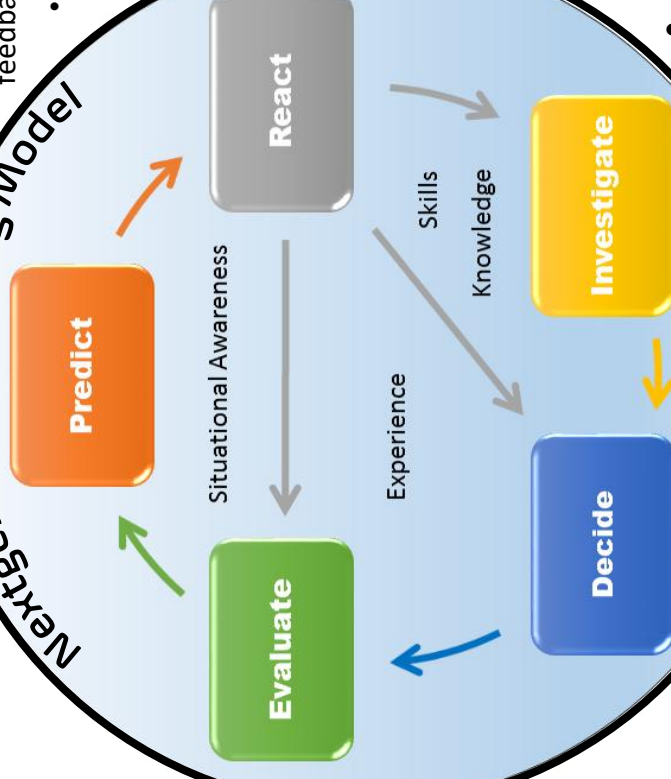
- No Cost Quiz (Beginning/End of Shift)
- Briefing Training Outline (Topical)
- Search Training Practice
- Imagine Perfection (Procedural/Situational)
- Mirror Reports, Investigations, Citations, etc.
- Body Worn Camera Coaching
- Learning Journal
 - 3 Things You Learned
 - High's/Low's for the Week
 - Stop, Start, Continue, Change
- Commentary Driving
- FTO-OIT Role Reversal
- Reverse Engineer Reports

FIELD TRAINING OFFICER EXPECTATIONS

Great FTO's know how to T.E.A.C.H. . . .

- **Truthful** – To be honest and forthright in all things. To have integrity when faced with either positive or negative consequences of decisions.
- **Encouraging** – To be positive, supportive and recognize value in each other. To recognize contributions of all team members at all levels.
- **Accountable** – To accept responsibility for your actions and meet or exceed all work standards. Be receptive of feedback.
- **Collaborative** – To communicate effectively between groups, shifts, and departments. Understanding we are stronger when everyone participates and contributes ideas.
- **Humility** – To willingly admit mistakes, listen to others, solicit input and make changes when needed, and minimize status differences.

Nextgen Field Training Model



POLICING PRIORITIES

- **Priority of Life**
 - **WHO** is in danger?
 - **WHAT** is the danger?
 - **HOW** much danger?
 - Apply to Hierarchy of Life
- **Priority of Stabilization**
 - What can be done to limit the danger and make the scene safer to work in?
- **Priority of Time**
 - Transition from Urgent to Patient Actions
 - Identify, Run, and Investigate
- **Priority of Apprehension**
 - What solves the problem?

DEBRIEFING OPTIONS

- Chronological Debrief
- Key Decision Points Debrief
- P-R-I-D-E Debrief
- Critical Thinking Questions Debrief
- Justification Debrief
- Start, Stop, Continue, Change Debrief
- Standard Evaluation Guidelines Debrief
- What, So What, Now What?

