

Topeka Police Department Field Training Program

State Training Requirements

- Regulated by Kansas Commission on Peace Officers' Standards and Training (KS-CPOST)
 - 12-member body appointed by the Governor to oversee law enforcement training for the State of Kansas
 - Approve the basic core training curriculum
 - Grant certification to all Kansas officers
- KS-CPOST does not mandate a Field Training program for agencies in the state of Kansas

TPD Recruit Training

- The Kansas Basic Training Academy is 560 hours over 14 weeks
- The TPD Training program spans the officers 18-month probationary period and is broken down into 3 phases
 - Phase 1-Recruit Academy (6 months)*
 - Phase 2-Field Training Phase (5 months)
 - 4 phases
 - 6 weeks/6weeks/6weeks/2 weeks
 - Phase 3-Solo Evaluation (7 months)
 - Monthly Evaluations from RCO immediate supervisor
 - Evaluated on multiple competencies
 - Report Writing, Officer Safety, Decision Making, Time Management, Positive Attributes/Performance, Disciplinary Issues, Areas Requiring Additional Training, Constructive Input on Retention Decisions

Field Training Phase

- Daily observation reports
- Weekly evaluations on 16 core competencies
- Completion of the FTO task with 30 different law enforcement related tasks
- Self-evaluations completed by the recruit
- Bi-weekly documented meetings with the recruit, the training officer and the field training supervisor
- Phase four is the two week phase at the end of the 5 month FTO phase where the Recruit returns to their first FTO to evaluate growth and progress
- The final step of this phase is a review committee to assess progress and determine if the Recruit is ready to move to the solo phase
 - Other recommendations may include remedial training, extending the officers time with a training officer, termination

Other Field Training Programs

- Field training programs are not mandated by the State of Kansas
- KHP program is a 3 phase program that is 77 days long (LT Bryce Whelpley, KHP)
- The FBI utilizes the New Agent Development Program (NDAP) for Agent development. The program is 18 months in duration and utilizes logbook experiences, training in core investigative skills, and the assignment of a Field Training Agent (SA Michael G. Mrachek, Training Coordinator, FBI, Kansas City)

Step 1.

Selection Process for FTO / FTS

(FTO) FIELD TRAINING OFFICER FIELD OPERATIONS BUREAU

MINIMUM REQUIREMENTS

- Minimum of “meets expectations” on all evaluations during the past 24-month period
- Minimum of three (3) years service with the Topeka Police Department at the time of application

QUALIFICATIONS

- Ability to write clearly, legibly and effectively utilizing correct spelling and grammar
- Ability to meet and problem solve the training challenges of recruit officers
- Ability to balance the duties of training and FOB supervisory responsibilities
- Ability to complete all required training reports and memos within the established timelines
- Ability to reinforce integrity and ethical behavior in the RCO
- Consistently follow verbal and written orders and directives
- Consistently display professional conduct on and off duty

REQUIREMENTS

- Selected FTO's shall objectively complete the Daily Observation Reports (DOR's) and utilize Standardized Evaluation Guidelines to prepare and

1

submit reports documenting the RCO's progress.

- Selected FTO's shall supervise the RCO in the direct application of the Field Training Officer Program
- Selected FTO's may be called upon to assist with the Topeka Police Ride-Along program as needed
- Selected FTO's shall continue to perform their normal duties in FOB / COB while training the Recruit Officer
- Selected FTO's demonstrate and explain the fundamentals of police work to the RCO and orientate them on the organizations chain of command
- Selected FTO's should observe the behaviors and responses of the RCO to

Applicants provide memos of interest and Training reviews and provides

To: Lieutenant R. Simmons

From: Officer |

Subject: Field Training Officer Application

Date: 4/1/2021

Lieutenant Simmons,

I am writing to express my interest in the open Field Training Officer position at the Topeka Police Department. I have a true passion for teaching/coaching others. I am certain I would benefit the Topeka Police Department in ensuring Recruit Officers receive the best possible training. I have served with the Topeka Police Department for over five years. I joined the Topeka Police Department in 2016 and have worked as an Officer in the Field Operations Bureau (08/2016-02/2018) and a K9 Handler in the Field Operations Bureau (02/2018-Present).

As a Field Training Officer, I would be committed to supporting the Department with any training necessary. I would be available to assist in recruit academies and in service training. I am flexible with my schedule and enjoy the training environment, so I can be counted on to help. As a Field Training Officer, I know I would be called to escort citizen ride along participants during my shift. I thoroughly enjoy explaining to others what this career is all about. I would be eager to participate in the ride along program to answer questions citizens may have. I work every day to ensure I have honor, integrity, and ethics in how I conduct myself. I guarantee any recruit who rides with me will display these same vitally important values. The Field Training program will not

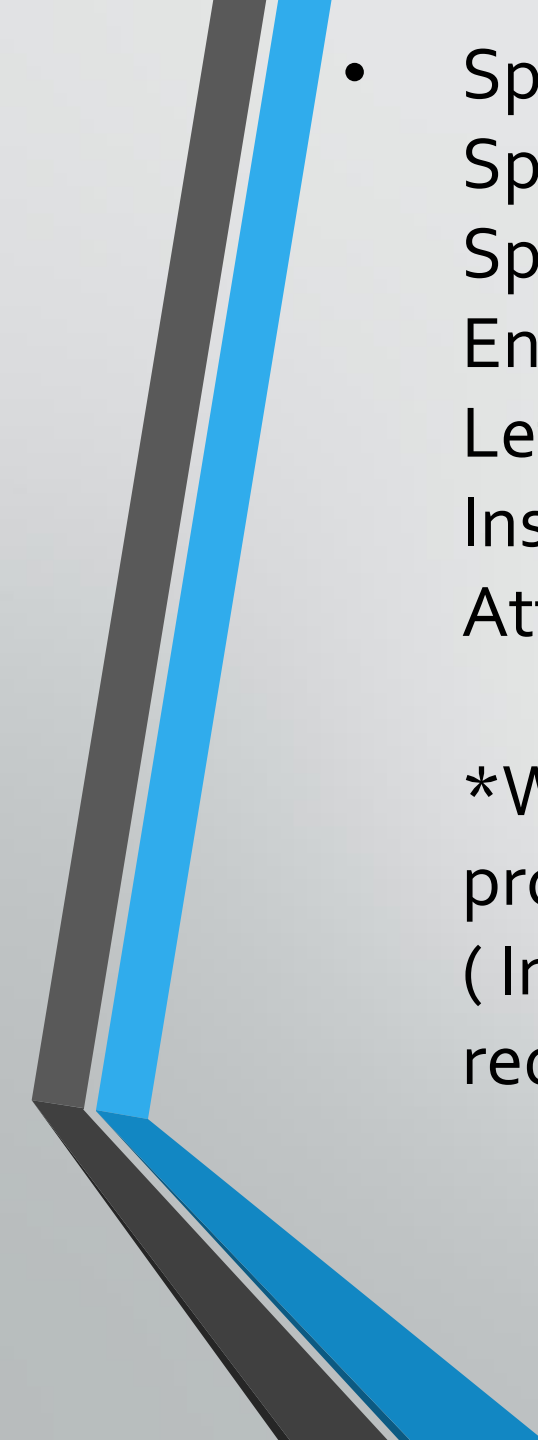
TOPEKA POLICE DEPARTMENT OFFICER REVIEW SYSTEM

OFFICER NAME (Last, First, Mi) Badge #: _____ <p style="text-align: center;">Lawson ID #: _____</p>	REVIEW PERIOD: From: _____ To: _____
RANK:	POSITION:
EVALUATOR NAME (Last, First) <p style="text-align: center;">Badge #: _____ Lawson ID#: _____</p>	POSITION:
REVIEW TYPE: Quarterly feedback sessions are required. <input type="checkbox"/> Probationary <input type="checkbox"/> Annual <input type="checkbox"/> Recruit <input type="checkbox"/> Special <input type="checkbox"/> Promotion <input type="checkbox"/> Continue Probation <input type="checkbox"/> Recommend Permanent Status <input type="checkbox"/> Denied Permanent Status	List other supervisors employee had during this rating period: _____ OVERALL RATING: <input type="checkbox"/> Exceeds Expectations* <input type="checkbox"/> Meets Expectations* <input type="checkbox"/> Minimally Meets Expectations* <input type="checkbox"/> Unsatisfactory <p style="text-align: center;">* Expectations as established by the supervisor.</p>
ANNUAL POSITION DESCRIPTION REVIEW: <p style="text-align: center;">_____ I have reviewed the officer's position description. It is accurate as written. It is attached.</p>	

SERGEANT PERFORMANCE FEEDBACK

Employee Name: _____

UNIT/ZONE MANAGEMENT	Annual Assessment Comments by Supervisor and Employee
<ul style="list-style-type: none">• Is knowledgeable of and serves as informational resource for subordinates on state, local and federal law application, Department policies and procedures, and bargaining unit contracts.• Stays informed of changed statutes and recent Supreme Court decisions, as needed for position.• Maintains skill in retrieving professional resource information as needed for position.• Maintains team attitude when working with superiors. Fills in for superiors as requested.• Maintains all administrative paperwork, personnel forms and any other required reports• Ensures that Department work product is accurate and complete. Observes and evaluates subordinates' work product.• Employs progressive discipline.• Instills positive attitudes.• Completes personnel evaluations with input from appropriate supervisors, if possible.• Uses evaluation system effectively.• Is fair and impartial in giving evaluation ratings.• Constructively counsels subordinates on evaluations.• Is alert and proactive to officer safety issues.• Demonstrates responsibility for Department equipment used by the Zone, Unit, or Group.	

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- Specialized Skills
Specialized Training
Specialized Certifications
Endorsements by Supervisors
Letters of recommendation
Instructor Experience
Attitude towards Police work

*We are currently looking at making the selection process even more vigorous
(Interview process, more frequent training requirement, continued evolvment)

Once Selections are made –Required annual Training is scheduled for all FTO's/ FTS

- FTO Expectations
- FTO program overview (Modified Reno / San Jose)
- FTO Data Base Usage–
- 4th Amendment , Reports, Affidavits –Best practices FTO –
- Independent Police Auditor-
- Instructor Development -
- Generational Learning –
- Field Training Case Studies and Legal Liabilities
- Ethics for the Field Training Officer-
- Car Stop Training -
- Report Writing Refresher-
- Use of Force Review-
- RCO Debriefs –
- Evaluation of the Recruit / DOR's / FTO Task Book-
- Grading Scenarios-Soden / E. Hren



FTO Training - 2022

Nov 8-10th, 2021

Dec 6-8th, 2021

FTO / FTS RCO Meet and Greet



FTO Data Base / Documentation

- Field Training Officer Data Base
- Limited Access / Secure location
- Only active FTO, Supervisors and Training Staff can review the daily activities and grading of the RCO
- Data base is audited each training cycle for security purposes
- The DOR (Daily Observation Reports) are treated as personnel files and part of training record

*Due to sensitive nature- names have been redacted

Daily Observation Review

Refresh Data
Save Record
Create Report
ALL Daily Reports

Approve / Reject: Approved
 Choose FTS: _____
 Ready for Review by FTS: _____
 Approved DOR: _____
 Rejected DOR: _____
Delete Record

28516 Activities / Reports

RCO Name: _____n
 Shift: 2
 Phase: 1
 Event Date: 2021-04-17

FTO: _____
 Territory: 415
 Week: 1

FTS: _____
 Academy: 59

Narrative Notes

On 04/17/2021 I, FTO _____ as paired with my assigned RCO _____ for field training in patrol as unit 415B. I have known _____ the last couple years while she was employed with Valeo Mental Health Services and deployed as co-responder with TPD officers working the Behavioral Health Unit (BHU). While at that capacity I had Swisher in my vehicle during patrol. I know _____ very qualified in mental health calls for service. She is with master's degree in her field of mental health services and this reflects in her success on mental health calls. I also benefit in knowing _____ in PT instruction with the academy I know her to be a very hard worker in the demands of that venue.

Although _____ familiar with TPD officers and she has hundreds – possibly thousands – of hours being on scene with police officers. Despite all those hours and experience she does not exhibit any ideas of being “special” or “different” than her fellow rookies _____ humble and understanding that even though she has those hours but completely respects her new role as an officer and beholds the correct outlook in that she needs to learn everything she possibly can in her field training program.

Knowing the academy setting is primarily classroom work (sitting in a chair and getting spoken to), I elected to take _____ right from roll call and get us out in the City to start our Phase 1 discussions. I make each first day's phase for RCO's purposefully relaxed, with discussions to better get to know the RCO and they to know me. Having worked with Swisher in past, this moved on quickly to discussing the learning style and mode of deployment for our phase of training together.

First call for service was backing a first shift unit on abandoned home that is continuously trespassed for simple squatting and/or petty theft. We held the rear perimeter area before



Daily Observation Review

Create ReportALL Daily ReportsRefresh DataSave RecordALLApproved DORRejected DORDelete RecordApprove / RejectChoose FTSReady for Review by FTSApproved2021-08-0230098Activities / ReportsRCO NameShiftPhaseEvent DateFTOTerritoryWeekFTSAcademy

Narrative Notes

08/02/2021

1732 Topeka – called to location for a subject who had three dogs with her blocking traffic in the alley. Upon arrival the RCO observed the subject. The RCO was going to walk up and make contact. The FTO stopped the RCO and asked what she would do if the three dogs were not secure and came after her. FTO gave the RCO a better idea, of talking with the lady through a fence that was behind the subject.

RCO made contact with the subject who was verbally upset with her and officers as she had had around 2 or 3 other contacts with police recently and told to move along. It took a bit of talking and time to get the lady to move along, but the RCO was able to get the female to move to another location. RCO asked for CIT (after the FTO mentioned something) who responded and took over from there. We were cleared and nothing else to report.

Freeman/State – Called to the location for a subject who had possibly located her stolen vehicle that was already report. Upon arrival the RCO located the car and the owner. The RCO would gather how the owner located her car (through social media) and information the owner had reference a possible suspect. The RCO confirmed the vehicle as the stolen vehicle.

RCO attempted contact with the potential suspect and was given a story by them. RCO completed the recovery report for the vehicle a non-preference tow was called at the owner's request. The only thing of note on this call was that we had to use a lock out kit to unlock the car. The RCO had never seen or done this before. The FTO unlocked the car and showed the RCO. When getting the lock out kit out the RCO believed the FTO was getting out the stop sticks. The RCO had no clue what was in the lock out kit. This means that the RCO was not familiar with the tool and apparently was not checking out the vehicle check out list as thorough as believed. RCO has fixed this issue.

Core Competencies

BLANK rating means Not Applicable

Preparedness / Attitude toward LEO Work

Exceeds Expectation



Appearance

Feedback

Attitude

Court Preparedness

Care of Equipment

RCO should
back e
his uni

Command Presence / Conflict Resolution

Meets Expectations



RCO ha

Core Competency Review

Create Report ALL CC Reports

Refresh Data Save Record

Approve / Reject

Approved

Choose FTS

Ready for Review by FTS

Approved CC

ALL

Rejected CC

Delete Record

Areas Not Responding

N/A

Improvement Plan

allow RCO to explore territory and zone as call load allows, mock radio traffic while on patrol, remain proactive with dispatched calls

Core Competencies

BLANK rating means Not Applicable

NOTES

Preparedness / Attitude toward LEO Work

Exceeds Expectation

Appearance

Feedback

Attitude

Court Preparedness

Care of Equipment

RCO shows great enthusiasm towards law enforcement and being on the street, RCO takes feedback extremely well and applies what he is instructed on, RCO has taken great care in ensuring his uniform is clean and ready for work

Command Presence / Conflict Resolution

Meets Expectations

Command Presence

Control of Voice

Control of Other

RCO has engaged with compliant and non compliant subjects and engaged both appropriately

Policies / Procedures

Meets Expectations

Policy / Procedures

RCO has shown a very basic understanding of policy and procedures, this is to be expected with where RCO is in his training. RCO able to provide some explanation of policy when asked questions but needs to continue to learn

Law

Meets Expectations

RCO was able to ID the correct statues and traffic ordinances, if RCO did not know correct terms he was able to talk self through the call and come to the correct answer or research with cheat

High Stress Driving

Report Writing

Meets Expectations

Accuracy

Organization / Details / Timely

Grammar / Spelling / Neatness

RCO was able to complete reports and citations with little assistance once FTO had demonstrated, narratives have information needed and RCO is able to relay what he is saying, information that is recommended to be added by FTO is fine detail points

Non-Stress Decision / Problem Solving

Meets Expectations

Performance

Problem Solving

Investigative Skills

RCO showed good investigation with RP's and victims. RCO was able to work through the elements of the crime and come to correct conclusions when needed

Stress Decision / Problem Solving

Meets Expectations

Performance

RCO was involved in use of force and was able to make decisions during the use of force and remained in control of his actions

Interview / Interrogation

Interview / Interrogation

Self-Initiated

Meets Expectations

Self-Initiated

RCO is very active in looking for traffic violations and will call out stops even if we are unable to stop the vehicle due to uncontrollable circumstances

Officer Safety

Meets Expectations



Officer Safety

RCO shows good officer safety skills and had no major issues

Accident Investigation



Accident Investigation

Radio Usage

Meets Expectations



Use of Codes / Procedures

Comprehension

RCO shows typical radio skills for a recruit at this stage, RCO and FTO have worked on mock radio usage in the car. RCO will also "proof" radio traffic with FTO prior to using the radio

Relationship / Ethics

Meets Expectations



With Citizens

With Cultural Diversity / Ethnic Groups

With Employees

Ones own Ethics

RCO has shown good relationships with coworkers and the community

Trainee is evaluated on his/her ability to perform the duties of a law enforcement officer in a safe manner when involved with suspects, suspicious persons, subjects, prisoners, etc.

1, 2 or 3

Unacceptable: Trainee violates accepted safety procedures and/or violates safety precautions set out in 21 above under unacceptable behavior. Trainee also fails to conduct "pat down searches," when appropriate, drives up and confronts people while setting in the patrol car. Trainee does not handcuff when appropriate. Trainee conducts poor searches in general and does not position himself/herself in a position of advantage to prevent possible attacks or escapes.

4 or 5

Acceptable: Trainee follows accepted safety procedures when involved with suspects, suspicious persons, prisoners, etc.

6 or 7

Superior: Trainee anticipates potential dangerous situations and takes actions to eliminate the danger. Trainee positions himself/herself in a position of advantage in even the most difficult situations. Is alert for the possibility of the situation changing for the worse and takes actions to prevent the opportunities for danger from developing.

FIELD PERFORMANCE: Stress Conditions:

Close

Trainee is evaluated on his/her ability to handle stressful conditions based on his/her field performance behavior.

1, 2 or 3

Unacceptable: Trainee becomes upset, emotional, and panics when faced with a stressful situation. Trainee holds back and/or overreacts in these types of situations. Trainee loses his/her temper and/or displays cowardice.

4 or 5

Acceptable: Trainee maintains his/her composure and self-control in most situations and is able to determine the appropriate course of action and takes it. Trainee takes control of the situation and does not allow the situation to deteriorate.

6 or 7

Superior: Trainee maintains his/her composure and self-control in even the most extreme situations. Trainee quickly takes control, restores order, and takes charge. Trainee determines the best course of action to be followed and takes it.

INTERVIEW/INTERROGATION SKILLS:

Close

Trainee is evaluated on his/her ability to conduct interviews/interrogations and follow proper procedures based on his/her field performance behavior.

1, 2 or 3

Unacceptable: Trainee is unable to use appropriate questioning techniques and, as a result, does not elicit available information. Trainee fails to properly record information obtained. Trainee fails to establish appropriate rapport with suspect/subject and does not control the interview/interrogation. Trainee fails to give the Miranda warning when appropriate.

4 or 5

Acceptable: Trainee usually uses proper interviewing/interrogation techniques. Trainee usually elicits most available information and records appropriately. Trainee establishes the necessary rapport with suspect/subject/witness/victim. Trainee controls the interview/interrogation of most suspects/subjects and gives the Miranda warning when appropriate.

6 or 7

Superior: Trainee always uses the proper techniques when conducting an interview/interrogation. Establishes the necessary rapport with all people s/he comes in contact with. Trainee demonstrates the ability to control the interrogation of the most difficult suspects/subjects, and conducts successful interrogations of them.

RELATIONSHIP WITH CITIZENS IN GENERAL:

Trainee is evaluated on his/her ability to interact with citizens, including victims, suspects, subjects, etc., in an effective manner, based on field performance behavior.

1, 2, or 3

Unacceptable: Trainee lacks the interpersonal skills to successfully interact with the people s/he comes in contact with during the performance of his/her duties. Trainee's behavior is inappropriate in that s/he is abrupt, belligerent, overbearing, arrogant, and/or uncommunicative. Trainee demonstrates by his/her field performance behavior that s/he is either introverted, insensitive, and/or uncaring. Trainee's use of poor non-verbal skills contributes to the communication problems cited above.

4 or 5

Acceptable: Trainee demonstrates courteous, friendly, and empathetic behavior when interacting with citizens, victims, suspects, subjects, etc. Trainee communicates in a professional, unbiased manner. S/he is service oriented. Trainee's non-verbal skills support and are on line with his/her verbal remarks.

6 or 7

Superior: Trainee demonstrates by his/her field performance behavior that s/he is at ease with people contacts involved in his/her law enforcement work. Trainee quickly establishes rapport with the people s/he comes in contact with and leaves people with the feeling that his/her primary concern was for being of help and serving them. Trainee maintains objectivity in all people contacts and uses excellent non-verbal skills to support his/her verbal communications.

Close

RELATIONSHIP WITH CULTURAL DIVERSITY / ETHNIC GROUPS:

Trainee is evaluated on his/her ability to interact with cultural diversity, ethnic, racial, other groups other than his/her own in an effective manner, based on field performance behavior.

1, 2, or 3

Unacceptable: Based on field performance behavior, the Trainee becomes either hostile or overly sympathetic when dealing with ethnic or racial groups other than his/her own. It is obvious from observing Trainee's behavior that when s/he is involved with people other than his/her own ethnic or racial makeup. Trainee treats these people inappropriately and in an ineffective manner.

4 or 5

Acceptable: Trainee displays an appearance of ease when interacting with people whose ethnic or racial makeup is different from his/her own. Trainee serves all people, regardless of ethnic origin or race, objectively and displays genuine concern for their situations. Trainee does not display any appearance of uneasiness when around or interacting with different ethnic or racial groups.

6 or 7

Superior: Trainee demonstrates by his/her field performance behavior an excellent understanding of cultural differences and uses this knowledge effectively in handling situations, problems, investigations, etc. Trainee is completely objective in all his/her interactions with people and communicates in a manner that reinforces a mutual effort to resolve issues and complete investigations.

[Refresh Data](#)[Save Record](#)[Delete Record](#)

Approve / Reject

FIND CC Eval

Find CC Review

[Appearance](#)[Feedback](#)[Attitude](#)[Court Preparedness](#)[Care of Equipment](#)

Command Presence / Conflict Resolution

Meets Expectations

[Command Presence](#)[Control of Voice](#)[Control of Other](#)

Policies / Procedures

Meets Expectations

[Policy / Procedures](#)

Law

Meets Expectations

[Statutes](#)[City Ordinance](#)[Traffic Codes](#)

Orientation

Meets Expectations

[Streets / Locations](#)[Orientation / Response Time](#)

Normal Driving

Exceeds Expectation

[Normal Driving](#)

appearance. Haven't had any issues in this area at all.

I haven't had any issues with Command presence or conflict resolution. I continue to set a good example on my presence and taking control.

I am familiar with policies and feel like I am right where I should be in my phase.

Another area that will grow with more time and I feel like I am right where I should be.

Orientation is only getting better. Definitely have come a long ways since week one. I still have struggles with side streets but I am starting to get familiar with them. With more time and as I continue to work the streets I will start getting more proficient with my orientation. The major arteries and roads I am fine with.

Normal driving has been fine. Only a could minor issues such as one way left turns from far lane. But other than that I feel like I have done very well.

Self-Initiated

Officer Safety

Exceeds Expectation

Officer Safety

This is a huge thing for me and my fellow officers around me. I make sure I put myself and everyone around me in a safe position and call out any concerns. I feel like I have shown this a lot throughout my entire FTO phase this far.

Accident Investigation

Meets Expectations

Accident Investigation

I have worked a lot of accidents and can work them on my own. I feel like I right where I should be if not a little ahead.

Radio Usage

Meets Expectations

Use of Codes / Procedures

Comprehension

I have grown a lot from week one, I feel like I am right where I need to be and know there is always growth to have.

Relationship / Ethics

Exceeds Expectation

With Citizens

With Cultural Diversity / Ethnic Groups

With Employees

Ones own Ethics

Continued building relationships and feel like I have a great working relationship with all my co-workers. Along with citizens I come into contact with.

Your text here



EventNumber

ALL BI-WEEKLY REVIEWS

EventDate

RecruitOfficer

Academy

Phase

FTO

FTS

REVIEW NOTES

On 08-12-2021 I sat down with [REDACTED] and Recruit Officer [REDACTED]. Officer [REDACTED] has always had an amazing attitude when it comes to police work, she continually strives to out do what she did the day before and continue her learning process. Officer [REDACTED] book is up to date and she believes she wants to work on having a more complete understanding and continue to maintain her understanding with policy and procedures. Officer [REDACTED] says she does a good job on report writing.

Officer [REDACTED] is more than ready to go. She, as with the other recruit officers, is ready to be an independent officer.



EventNumber

ALL BI-WEEKLY REVIEWS

EventDate

RecruitOfficer

Academy

Phase

FTO

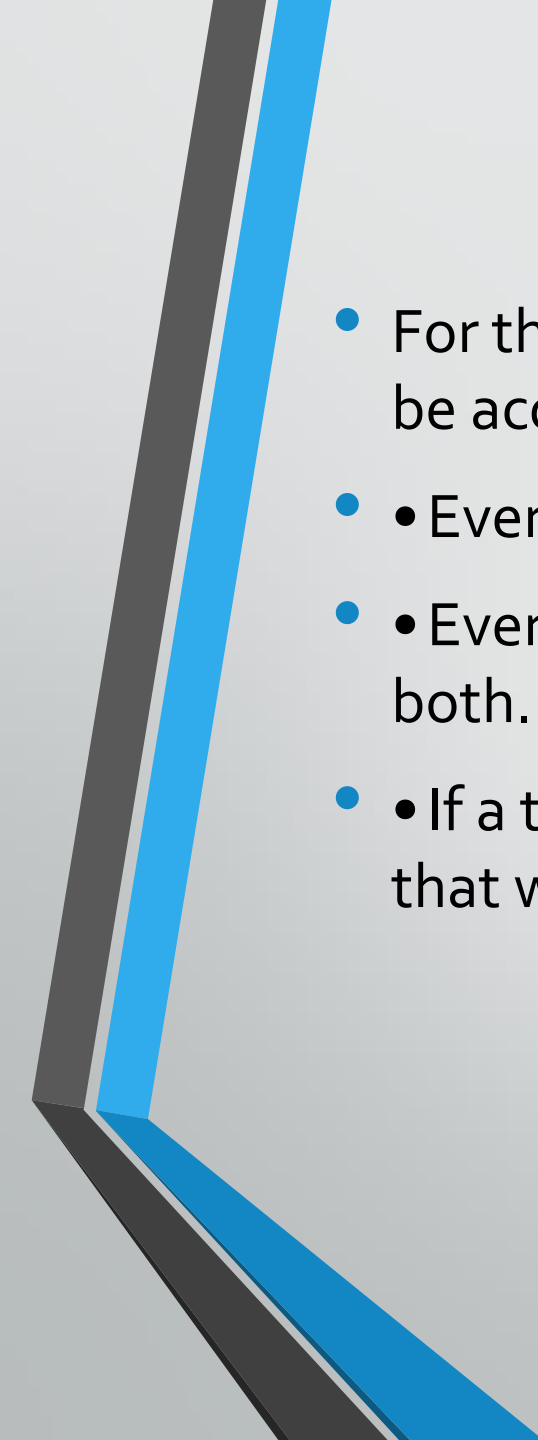
FTS

REVIEW NOTES

FTO advised he is very impressed with RCO's performance at this time. RCO has performed above the expected level of training since she started FTO training. If RCO continues this level of progression she will have no issues with being released on her own.

FIELD TRAINING TASK LIST

- The tasks listed in the "Recruit Officer's Training Task List" are routine tasks which are performed daily by Topeka Police Officers.
- The Recruit Officer is required to demonstrate proficiency in all of these tasks before they are eligible for civil service status as a Topeka Police Officer.
- The task list portion of this manual is the record of the Recruit Officer satisfying this requirement.

- 
- For the Recruit Officer to successfully complete training the following must be accomplished:
 - • Every task must be initialed by the Recruit Officer.
 - • Every task must be signed off by the Recruit Officer and FTO and dated by both.
 - • If a task is not performed but only done through Scenario based training that will be indicated on the task sheet.

 1.City Orientation	9/2
 2.Officer Responsibility	9/2
 3.Equipment & Appearance	9/2
 4.Patrol Vehicle Inspection-Video	9/1
 5.City Geography	9/2
 6.Radio Communications-MDT	9/2
 7.Patrol Vehicle Operation	9/2
 8.Officer Safety	9/1
 9.Elementary Info Gathering	9/1
 10.Introduction to Criminal Law	9/2
 11.Search & Seizure	9/2
 12.Traffic Enforcement	9/2
 13.Citation Writing	9/2
 14.Violator Cuntacts-Unknown Risk	9/2
 15.Violator Contacts-High Risk	9/2
 16.Intermediate Info Gathering	10/
 17.Criminal Investigation	9/2
 18.Accident Investigation	9/2
 19.C.O.P.P.S	9/2
 20.Patrol Procedures-Pedestrian Contacts	9/2
 21.Arrest Procedures	9/2
 22.Physical Searches-Buildings and Open...	9/2
 23.Use of Defensive Weapons	9/2
 24.Traffic and Crowd Control	9/2
 25 Juveniles-TPD	9/2
 26 Crimes in Progress-TPD	9/2
 27 Interview & Interrogation-TPD	9/2
 28 Physical Evidence	9/2
 29 Responding to Personal Crisis-TPD	9/2
 30 Responding to Unusual Circumstance...	9/2



TOPEKA POLICE DEPARTMENT

INTEROFFICE MEMORANDUM



Recruit Release Memo

To: LT

From: SGT

Subject: RCO G. FTO Release

Date: 11/25/2020

I have been RCO G. Field Training Supervisor since he graduated the academy and entered the field training program. I have met with RCO G. and his assigned FTO throughout all three phases of his training during bi-weekly meetings. The first two phases of his training RCO G. Wichman seemed to breeze through the different skill sets being taught to him. RCO G. has from the get go understood the importance of writing very detailed and good reports. Some of his strongest attributes come from how he communicates with the citizens of Topeka and gather's information from them. Some of his early struggles were with radio usage, understanding and comprehending radio traffic however he has gotten better with these areas through hard work and simply by repetition. The main issues from the radio traffic really centered on being able to multi-task.

During his third phase of training his FTO made me aware of what he believed to be some command presence issues. These were documented and discussed during each bi-weekly session. The



TOPEKA POLICE DEPARTMENT

INTEROFFICE MEMORANDUM



Recruit Extension of Training

To: SGT Salamanca

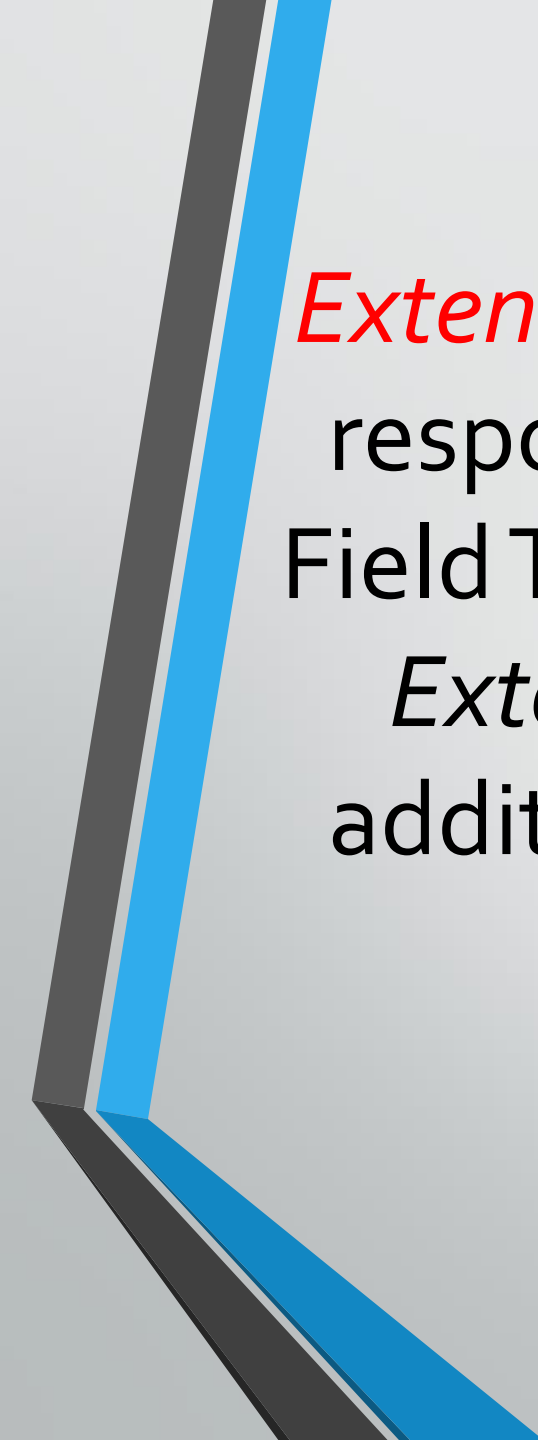
From: OFC M.

Subject: RCO D. Release

Date:

I am writing this memo to you two in regards to RCO D. and his possible release board which is coming up on November 1st, 2019. It is my opinion and request that RCO not be released on his own. I believe that in doing so would be detrimental and possibly hazardous to him and hinder his ability to operate as an effective officer for the Topeka Police Department and the community.

In my opinion RCO was nowhere near where he should have been for being in third phase and how long he had been on the street. He had issues with simply completing reports, error checking his reports (which is very simple by clicking a button), writing narratives (grammar and information in them) and all around ability to work calls on his own, our procedures and officer safety.



Extension of Training may be granted if the Non response to training persists to the end of the Field Training and Evaluation Process Step. The *Extension of Training* period will focus upon additional training and coaching strategies to assist the RCO to get back on track.



TOPEKA POLICE DEPARTMENT

FIELD TRAINING RELEASE BOARD CLASS



RCO: _____

FTO: _____

FTS: _____

Date: _____

Board Members: LT Cross, SGT Salamanca,

- **Question #1** - Do you feel RCO _____ is ready to be released / (or extended) and Why????

Answer given by FTO/ FTS-

- **Question #2** - Did you see you improvements in RCO _____ from PHASE I (please explain)?

Answer given by FTO/ FTS

1. Do you feel RCO is ready to be released / (or extended) and Why????
2. Did you see you improvements in RCO ---- from PHASE I (please explain) ?
3. What are some of the areas that his/ her zone SGT needs to monitor if RCO ---- is released to solo status?
4. How would you rate RCO ---- communication skills, command presence, officer safety, ability to deescalate a situation, etc.....??
5. If RCO ---- is released to solo status, are you willing to check in and mentor him/ her , until they are off probation (yes/ no)?



TOPEKA POLICE DEPARTMENT



FTS BOARD RECOMENDATION

RCO -Class

RCO has successfully completed the Field Training phases (I, II, III-IV) and is recommended for release by his/ her Field Training Officers, Field Training Supervisor and Training.

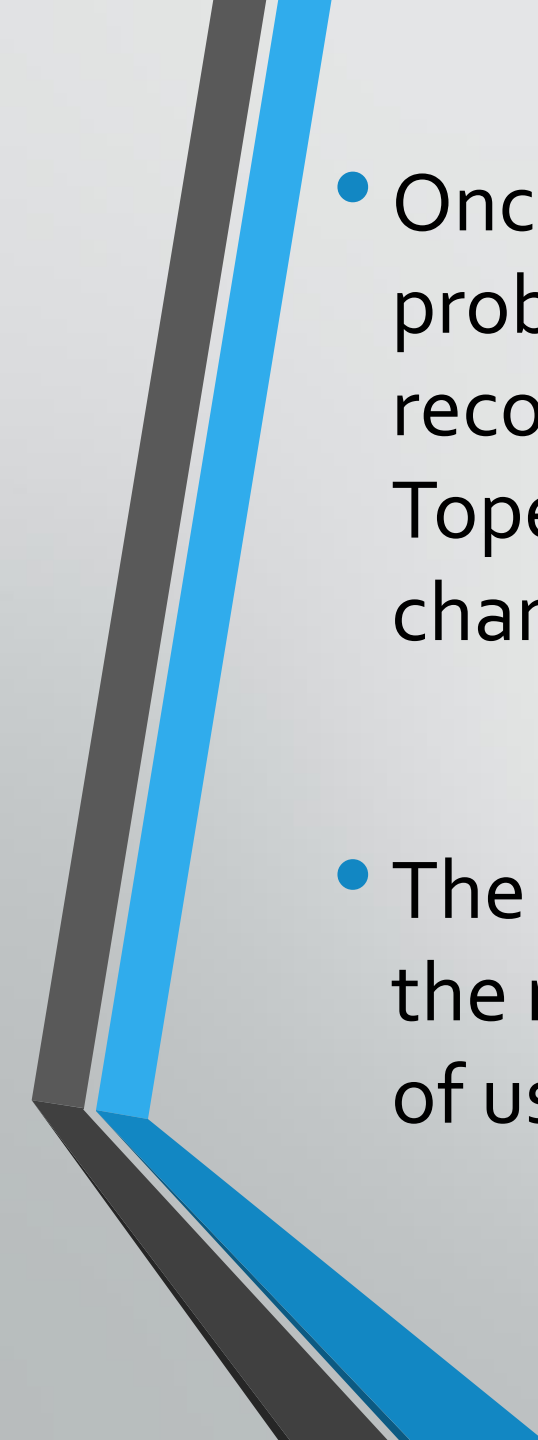
On September 19th, 2018 an FTS board convened and met with the FTO / FTS to consider the RCO's release. The Board consisted of

The FTS Board recommends the release of the Recruit Officer listed above on Sept 21st, 2018.

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- RCO transition to Field Operations Bureau for a solo status evaluation

FOB and Training will continue collaborate

*If the Supervisor identifies areas of needed improvement, the RCO is subject to remedial training and can be returned to a FTO or the academy, for remedial training

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- Once the Recruit Officer has completed their probationary period, the Chief of Police will forward a recommendation to the City Manager of the City of Topeka that the Recruit Officer's classification be changed to Police Officer.
 - The Recruit Officer is then a Topeka Police Officer with all the rights, privileges, and responsibilities granted to each of us by the City of Topeka.

FTO CRITIQUE FORM

In an effort to ensure that the Field Training Officer maintains a high level of skill performance and interest, this critique form is presented to the Recruit Officer for completion.

It is to the FTOs benefit that he is aware of the impression he/she is making on those they are training.

FTO CRITIQUE FORM



TOPEKA POLICE DEPARTMENT **FTO CRITIQUE FORM** **COMPLETION OF PHASE- I**

In an effort to ensure that the Field Training Officer maintains a high level of skill performance and interest, this critique form is presented to the Recruit Officer for completion. It is to the Field Training Officer's benefit that he/she is aware of the impression that he/she is making on those they are training. It is the belief of the Department that an FTO that is truly interested in doing their best would welcome this type of feedback. With this in mind, the RCO is requested to honestly appraise and evaluate the FTO in the areas listed below. Field Training Officers will not receive these critique forms until all Recruit Officers of each Recruit Class have completed phases II and III. You are asked to **TYPE** your name but signatures will be deleted from any copies presented to the FTO. Complete both parts.

RO will complete this FTO Critique Form and submit this form to the assigned FTS (electronically) at the end of each Phase. *FTS please email this form to SGT Salamanca after your review. Training will maintain the e-mail thread and critique forms in the FTO folder in Training.

PART I

INSTRUCTIONS: Place your FTO's name in the blank, indicating which Phase. If you had more than one FTO during the period being rated, insert the name of each FTO you spent most of your time with on separate forms. Second, indicate the time period for which you are rating the FTO.

Field Training Officer Name

Which Phase were you assigned to this FTO and how many days did he/she train you? _____

2. Did your FTO spend enough time training?
If no, explain

YES / NO

3. Does your FTO relate to you in a positive manner?
If no, explain.

YES / NO

4. What was the most valuable lesson you learned from your FTO, while he/ she was training you?

PART II

INSTRUCTIONS: In each of the following categories circle one of the responses (1 poor, 6 excellent) which most accurately describe your perception of the FTO.

About your training officer, how would you rate . . .

1. Their ability as a police officer?
1 2 3 4 5 6

2. The example he/she sets for you?
1 2 3 4 5 6

3. Their interest in imparting training material and information to you?
1 2 3 4 5 6

4. Their knowledge of the training material covered?
1 2 3 4 5 6
5. Their skill as a trainer?
1 2 3 4 5 6
6. Their ability to communicate with you?
1 2 3 4 5 6
7. Their application of honesty, fairness and objectivity in rating you?
1 2 3 4 5 6
8. Their overall attitude for the work he/she is doing?
1 2 3 4 5 6

List the area(s) in which you think your FTO puts forth his/her best effort.

List the area(s) in which you think your FTO needs to improve.

List any inconsistencies in training between this FTO and past FTOs or the Academy.

Your name _____ Date _____ badge # _____

FTS name _____ Date _____ badge # _____