

Topeka Police Department Field Training Program Overview:

A. KSCPOST:

The Kansas Commission on Peace Officers' Standards and Training (KS-CPOST) is a 12-member body appointed by the Governor that oversees law enforcement training in the State of Kansas. Among its many duties and responsibilities is that of approving the basic core training curriculum for all Kansas law enforcement and police officers and granting certification to all Kansas full and part-time officers who meet the prerequisites for certification. * CPOST does not mandate a Field Training Program by LE agencies.

- B. KLETC serves as the central law enforcement training facility for Kansas and as headquarters for all law enforcement training in Kansas. KLETC directly trains the overwhelming majority of municipal, county and state law enforcement officers in Kansas and oversees, supervises and monitors the training of the remaining officers at eight authorized certified academy programs operated by local law enforcement agencies and the Kansas Highway Patrol.

KLETC Basic Training Academy is 560 hours / 14 weeks + 8 satellite academies governed by CPOST / KLETC

- Johnson County Community College Police Training Academy
- Kansas City Kansas Police Training Academy
- Kansas Lawrence Police Training Academy
- Lawrence Police Training Academy
- Highway Patrol Training Academy
- Wichita-Sedgwick County Law Enforcement Training Center
- Topeka Police Training Academy
- Johnson County Sheriff's Office

- C. Topeka Police Department Field Training Program Overview: 18 Month Probationary Period. A Field Training Officer Program is designed to train and evaluate recruit officers during their 18-month probationary period.

The Topeka Police Department Field Training Officer Program is committed to providing the highest quality training possible that puts into practice the information learned in the recruit academy and to ensure Topeka Police officers are prepared to deliver quality police service to the community.

Upon graduation from the academy the Recruit Officer is assigned to a Field Training Officer. The following are required for successful completion of the Field Training Officer Program:

The Department's Training Unit conducts the first phase of the program while the recruit officer is in the Police Academy. **Phase I** (6 academy)

While based in FOB, the program is coordinated by the FTL/ Training SGT, through the use of uniformed officers acting as FTOs and FTS's. **Phase II** (5 months FTO)

Example Timeline of Total Training Timeline:

Academy 24 weeks of Training

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(Field Training 20 week's total):

Phase 1: 6 weeks / Phase 2: 6 weeks /Phase 3: 6 weeks / Phase 4: 2 weeks (return to first FTO for development comparison)

Working in conjunction with supervisory personnel, the training and evaluation process is summarized in the documentation of the work performance of the recruit officer during the final Phase of Training or solo evaluation **Phase III** (7 month FOB)

Solo Phase Field Operation Bureau – 7 months total

D. Recruit Officers Responsibilities:

Upon graduation from the academy the Recruit Officer is assigned to a Field Training Officer. The following are required for successful completion of the Field Training Officer Program:

- Follow directions of the FTO.
- Ask questions on any subject not fully understood.
- Observe rules and regulations, policies and procedures.
- Accept constructive criticism or comments in a positive manner in order to improve deficient areas.
- Complete all 4 Phases of the FTO

E. Field Training Officers Responsibilities:

- Install and reinforce integrity and ethical behavior in the Recruit Officer.
- Continue to perform their normal duties while training the Recruit Officer.
- Supervise the Recruit Officer in the direct application of the Field Training Officer Program.
- Demonstrate and explain the fundamentals of police work to the Recruit Officer.
- Observe the behaviors and responses of the Recruit Officer to ensure that he performs assigned duties safely, efficiently and equitably.
- Maintain sufficient emotional distance from the Recruit Officer so that all evaluations are completely objective.

F. Field Training Supervisor Responsibilities:

- Review/ Approve Daily Observation Reports.
- Confer on a BI-weekly basis with the FTO regarding the Recruit Officer's performance.
- Confer weekly with the Recruit Officer regarding his training progress and solicit the recruit officer's input concerning the FTO Program.
- Submit suggestions or requests for remedial training of the Recruit Officer.
- Recommend and submit to the Training Unit written documentation for termination of a Recruit Officer for failure to achieve program objectives or early release of a Recruit Officer who has completed the program in advance of the schedule.
- Confer with shift/zone Sergeant to whom the FTO and Recruit Officer are assigned reference progress and performance of the FTO and Recruit Officer.
- Ensure the FTO Task Book is up to date consistent with the PHASE

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G. All RCO evaluations are housed inside the FTO/ RCO data base. Recruit Officers are graded weekly by the FTO in the following 16 core competencies along with a daily narrative completed by the FTO.

1. Preparedness / Attitude toward LEO Work: (Appearance; Acceptance of Feedback; Attitude toward LEO work; Care of Department Equipment; Court Preparation)
2. Command Presence / Conflict Resolution: (Command Presence; Control of Conflict Voice; Control of Conflict Other)
3. Policies / Procedures: (Knowledge Polices / Procedures)
4. Law: (Knowledge of Criminal Statutes; Knowledge of City Ordinances; Knowledge of Traffic Codes)
5. Orientation: (Streets and Locations; Orientation / Response Time)
6. Normal Driving: (Driving Normal Conditions)
7. Driving High Stress: (Driving Moderate / High Stress)
8. Report Writing: (Routine Forms Completeness; Report Writing Organization / Details / Time; Report Writing Grammar / Spelling / Neatness)
9. Non-Stress Decision Making / Problem Solving: (Field Performance Non-stress Conditions; Problem Solving / Decision Making / Judgment; Investigative Skills)
10. Stress Decision Making / Problem Solving: (Field Performance Stress Conditions)
11. Interview / Interrogation: (Interview / Interrogation Skills)
12. Self-initiated: (Self-initiated Activity)
13. Officer Safety: (Officer Safety General)
14. Accident Investigation: (Accident Investigation)
15. Radio Usage: (Radio Appropriate Use of Codes / Procedures; Radio Listens / Comprehends)
16. Relationship / Ethics: (Relationship with Citizens; with Cultural Diversity / Ethnic Groups; Relationship with other Employees)

In each of these categories the RCO receives either a Below Expectation, Meets Expectations or Exceeds Expectations.

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H. Data Base.

The screenshot displays a web-based interface for 'FTO Eval'. At the top, there is a navigation bar with tabs for 'Daily Eval Entry', 'Daily Eval Search', 'Core Competency Entry' (which is selected), 'Core Competency Search', and 'RCO Core Comp Search'. Below the navigation bar, the main header reads 'CORE COMPETENCY ENTRY'. On the left side of this header, there are buttons for 'Refresh Data' and 'Save Record'. In the center, there is a 'Create Report' button. On the right side, there is a text input field labeled '#Name?' and two buttons: 'Cancel Entry' and 'Delete Record'. The main content area is a form with several sections, each with a dropdown menu and associated buttons:































- Orientation:** A dropdown menu with buttons for 'Streets / Locations' and 'Orientation / Response Time'.
- Normal Driving:** A dropdown menu with a 'Normal Driving' button.
- High Stress Driving:** A dropdown menu with a 'High Stress Driving' button.
- Report Writing:** A dropdown menu with buttons for 'Accuracy', 'Organization / Details / Timely', and 'Grammar / Spelling / Neatness'.
- Non-Stress Decision / Problem Solving:** A dropdown menu with buttons for 'Performance', 'Problem Solving', and 'Investigative Skills'.
- Stress Decision / Problem Solving:** A dropdown menu with a 'Performance' button.

Recruit Officers Additional Responsibilities: FTO TASK BOOK:

To ensure that a Recruit Officer is able to apply what has been taught in the academy, the FTO will instruct the Recruit Officer in every task listed in the "Field Training Task List". Once each task has been explained to the Recruit Officer, demonstrated by the Recruit Officer, and performed by the Recruit Officer the Recruit Officer will initial the appropriate task. That initial by the Recruit Officer is an acknowledgement by the Recruit Officer that he/she has been trained on that task and they can do that task on their own.

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FTO Task Book:

Name	Date modified	Type	Size
 1.City Orientation	9/25/2019 9:21 AM	Microsoft Word 9...	43 KB
 2.Officer Responsibility	9/25/2019 9:16 AM	Microsoft Word 9...	29 KB
 3.Equipment & Appearance	9/25/2019 9:14 AM	Microsoft Word 9...	33 KB
 4.Patrol Vehicle Inspection-Video	9/11/2019 8:35 AM	Microsoft Word 9...	44 KB
 5.City Geography	9/25/2019 9:17 AM	Microsoft Word 9...	60 KB
 6.Radio Communications-MDT	9/25/2019 9:18 AM	Microsoft Word 9...	30 KB
 7.Patrol Vehicle Operation	9/25/2019 9:19 AM	Microsoft Word 9...	35 KB
 8.Officer Safety	9/11/2019 8:41 AM	Microsoft Word 9...	28 KB
 9.Elementary Info Gathering	9/11/2019 9:45 AM	Microsoft Word 9...	28 KB
 10.Introduction to Criminal Law	9/25/2019 9:20 AM	Microsoft Word 9...	29 KB
 11.Search & Seizure	9/25/2019 9:20 AM	Microsoft Word 9...	31 KB
 12.Traffic Enforcement	9/25/2019 9:21 AM	Microsoft Word 9...	29 KB
 13.Citation Writing	9/25/2019 9:21 AM	Microsoft Word 9...	27 KB
 14.Violator Cuntacts-Unknown Risk	9/20/2019 12:58 PM	Microsoft Word 9...	30 KB
 15.Violator Contacts-High Risk	9/20/2019 12:58 PM	Microsoft Word 9...	28 KB
 16.Intermediate Info Gathering	10/21/2019 9:27 AM	Microsoft Word 9...	31 KB
 17.Criminal Investigation	9/20/2019 1:16 PM	Microsoft Word 9...	30 KB
 18.Accident Investigation	9/20/2019 1:19 PM	Microsoft Word 9...	30 KB
 19.C.O.P.P.S	9/20/2019 1:19 PM	Microsoft Word 9...	28 KB
 20.Patrol Procedures-Pedestrian Contacts	9/20/2019 1:18 PM	Microsoft Word 9...	31 KB
 21.Arrest Procedures	9/20/2019 12:51 PM	Microsoft Word 9...	31 KB
 22.Physical Searches-Buildings and Open...	9/20/2019 1:26 PM	Microsoft Word 9...	29 KB
 23.Use of Defensive Weapons	9/20/2019 12:52 PM	Microsoft Word 9...	28 KB
 24.Traffic and Crowd Control	9/20/2019 12:55 PM	Microsoft Word 9...	29 KB
 25.Juveniles-TPD	9/20/2019 1:25 PM	Microsoft Word 9...	30 KB
 26.Crimes in Progress-TPD	9/25/2019 9:33 AM	Microsoft Word 9...	35 KB
 27.Interview & Interrogation-TPD	9/25/2019 9:33 AM	Microsoft Word 9...	34 KB
 28.Physical Evidence	9/25/2019 9:34 AM	Microsoft Word 9...	34 KB
 29.Responding to Personal Crisis-TPD	9/25/2019 9:34 AM	Microsoft Word 9...	33 KB
 30.Responding to Unusual Circumstance...	9/25/2019 9:35 AM	Microsoft Word 9...	41 KB

I. Additional Metrics used in the FTO Program.

RCO Officers conduct week self -assessments on their own individual performance of training. They also use the 16 core competencies and that record is housed inside the FTO Data Base.

FTS / FTO / RCO Bi –weekly meetings (documented in the FTO data base). The FTS and FTO will meet weekly with the Recruit Officer to assess the status of the training and how the Recruit Officer is responding to the training. The FTS, FTO and Recruit Officer will also meet prior to the Recruit Officer being assigned to a new FTO. The new FTO, current FTO and FTS will also meet prior to the Recruit Officer starting his/her training period with the new FTO. ***The purpose of these conferences is to discuss the weeks training and what direction the training needs to progress in. These conferences allow the Recruit Officer an opportunity to see where they are in their training and help them monitor their own progress and address issues as they arise.***

Some RCO's in field training program require the need for additional training. 'Remedial training' in earlier models. Remedial training is planned and structured. In some cases, trainees may engage in this additional training and still complete the program in the prescribed time, others may need more time to get past the problematic areas. In these situations, they may be extended in the program until they have successfully completed all training.

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- The performance or behavior that is targeted should be adequately defined and related to the performance outcomes.
- Identify the root cause of the problem.
- Determine the learning domain (cognitive, affective, and psychomotor) the problem is occurring.
- Determine at what level of Learning (knowledge, application, and evaluation) the problem is occurring.
- Analyze the environmental conditions, emotional intelligence, learning vs. teaching styles and self-assessment by the trainee.

Once the remedial plan is completed, the FTO will confirm that the RCO understands and has successfully completed the remedial training. This is all once again documented in the data base and the RCO training folder.

- J. Phase IV (2–Week) evaluation phase in which the RCO returns to the first phase for final assessment. The FTO is used to determine the RCO's progress before assuming a solo police assignment. If the trainee successfully completes the final phase evaluation, he or she will be recommended for release to the Director of Training and the release board.
- K. **RECRUIT TRAINING REVIEW COMMITTEE (FTS Board)** – The Recruit Training Review Committee consists of the Director or his/her designee and two Field Operations Captains or LT. The Committee shall review the facts and make recommendations and decisions based on recommendations by the FTO and the FTS. They will ensure the Task Book is completed.

This committee will determine the disposition, by majority vote, for recommendations extending or reducing the length of a training phase for a recruit officer. That recommendation can include no change, remedial classroom training, extending or reducing the length of a training phase, transfer to a different FTO, termination, or any other solution to the problem. Forward training recommendations for the Recruit Officer to the Chief of Police.

Conclusion:

Successful completion of the FTO program signals the end of the Recruit Officer's formalized, entry level training. They will then be transferred to Field Operations Bureau where their training will continue and be monitored by a FOB supervisor and FOB chain of command for a 7 month period.

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.

Topeka Police Department Field Training Program Overview:

Misc. Notes: Kansas Highway Patrol FTO program (State)

KHP uses the San Jose Model similar to that of TPD, 3 phases of FTO training (70 days + 7 days of solo observation) total time frame of 77 days.

This information derived from:

LT Brice Whelpley

Misc. Notes: FBI New Agent Training: (Federal)

The New Agent Development Program (NADP) is the FBI's training and development program for all newly assigned Special Agents. It begins the first business day after Academy graduation and lasts 18 months. The program provides a structured foundation for New Agents (NAs) to build necessary skills and grow into independent and accomplished investigators. It ensures this continued professional development through required Logbook experiences, training in core investigative skills, and assignment of a Field Training Agent (FTA).

All NAs must complete the NADP to be eligible for promotion to GS-11. FO management must facilitate NA completion of the requirements to meet the Field Office Health Measure (FOHM). NADP Corporate Policy Directive 0759D codifies the administration of the New Agent Development Program.

The NADP is strongly similar the TPD FTO program in both content, length and philosophy. The major difference is the FBI mission and duties of a federal agent.

This information derived from:

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