

**TEXARKANA, TEXAS POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<i>Effective Date</i> <b>February 1, 2008</b>		<i>Amended Date</i>		<i>Directive</i> <b>3.12.1</b>	
<i>Subject</i> <b>Field Training Program</b>					
<i>Reference</i>					
<i>Distribution</i> <b>All Personnel City Manager City Attorney</b>		<i>TPCA Best Practices Recognition Program Reference</i> <b>3.12.1 Field Training Program</b>		<i>Review Date</i> <b>August 21, 2023</b>	
				<i>Pages</i> <b>3</b>	

**This Operations Directive is for internal use only and does not enhance an officer’s civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.**

**SECTION 1 PURPOSE**

The purpose of this policy is to set standards related to the field training of new police officers.

**SECTION 2 POLICY**

It is the policy of the Department that all new police officers successfully complete the field training program as described herein prior to being assigned to work alone in any field assignment. All Field Training Officers must complete the appropriate training before assuming responsibilities as a field training officer.

Deviation from the provisions of this General Order may only occur with the express authorization of the Chief of Police, and only with just cause and articulable facts.

**SECTION 3 PROCEDURES**

**A. OFFICERS WITH NO PRIOR EXPERIENCE**

Each new sworn employee must successfully complete the 70 DOR Field Training Program if they have no prior law enforcement experience. The following describes the Field Training Program’s evaluation process schedule for new sworn employees:

1. **DAILY** - Field Training Officer completes a Daily Observation Report beginning with the fifth day in the field training program and continuing to the end of Phase 3. The report will be discussed with the recruit at the end of the shift.
2. **Bi-WEEKLY** - The Shift Sergeant completes a Bi-Weekly Observation Report for each pay period (typically for each 7 DORs completed) of the Recruit Officer’s field training in each phase beginning with the third week and continuing to the end of Phase 3 (Ghost). The Shift Sergeant will meet with the Recruit Officer to discuss the Bi-Weekly Report. The Weekly Observation Report will be forwarded to the Operations Division Commander through the Field Training Program Coordinator.
3. **END OF PHASE** - End of Phase Evaluation meeting before the Field Training Board. Board action is required to advance the recruit from Phase 1 to Phase 2, Phase 2 to Phase 3 (Ghost Phase), to solo duty, and from solo duty to retention as a permanent employee at the end of the officer’s probationary period (if designated necessary by the Chief of Police). The review board, at a

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minimum, will consist of the, FTO Coordinator, and Field Training Officers as selected by the Field Training Coordinator.

4. MONTHLY - The Shift Sergeant will prepare a written monthly report of the probationary police officer's performance as a solo officer under his supervision. This report will be forwarded to the Operations Division Commander through the Field Training Officer Program Coordinator.
5. 15 MONTH –An evaluation will be completed for an officer who was required to attend the police academy prior to assignment to the field training program. If so ordered by the Chief of Police. This evaluation session will consist of the probationary officer appearing before an oral review board for evaluation after 15 months of employment. The oral review board will consist of the officer's shift Field Training Sergeant, the FTO Coordinator, the Operations Division Commander, and the Chief of Police or his designee.

**B. PROGRAM STRUCTURE**

1. The Texarkana, Texas Police Department's Field Training Program will have a minimum of seventy (70) DOR's. The program is divided into three phases, which are outlined below.
2. Phase 1 – This phase is a minimum of thirty-five (35) DOR's on twelve hour work days. Days 1-4 are observation only.
3. Phase 2 – This phase consists of a minimum of thirty-five (28) DOR's on twelve hour work days. Day one is observation only. If remedial is needed it will be completed at the end of this phase.
4. Phase 3 - "Ghost phase" will consist of a minimum of seven (7) DOR's.

**C. REMEDIAL TRAINING**

As described above, a minimum of seventy (70) DORs is required for successful completion of the FTO program. Additional DORs will be completed if the Recruit Officer is placed into Intensive Remedial Training, which will extend the duration of the training program. Intensive Remedial Training is further explained in the Field Training Manual. Additional DORs will be completed if the Recruit Officer is required to work additional days in a phase to facilitate non-intensive remedial training or transition between phases.

**D. OFFICERS WITH PRIOR EXPERIENCE**

1. All peace officers with previous law enforcement experience will be trained and evaluated daily in the field training program in accordance with the City of Texarkana, Texas Civil Service Rule 14.3.6.
2. Lateral entry officers will be required to complete the FTO Training Checklist and complete seven (7) work days of "evaluation only" performing at a "Solo Beat Officer Level". After receiving information about the new employee's performance, the Chief of Police may approve an abbreviated Field Training Program which will generally consist of a minimum of Forty-five (45) DORs of training unless otherwise directed by the Chief of Police. As documented on the Daily Observation Reports (DORs), a new officer must be able to perform their duties at a solo beat officer level prior to being released for solo duty.
3. All lateral entry or reemployed police officers with previous law enforcement experience unable to successfully complete an abbreviated field training program or requesting additional training in

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writing to the Chief of Police prior to the completion of the abbreviated field training program may be placed in the 70 DOR field training program at the discretion of the Chief of Police.

4. An evaluation will be completed for a rehired officer or officer certified upon employment and not required to attend the police academy prior to assignment to the field training program. This evaluation will consist of the probationary officer appearing before an oral review board for evaluation after ten (10) months of employment. The oral review board will consist of the officer's shift Field Training Sergeant, the FTO Coordinator, the Operations Division Commander, and the Chief of Police or his designee.

E. Field Training Officers Manual

1. The specifics of the field training program criteria are covered in the Field Training Officer Manual. Personnel are directed to adhere to the program rules and guidelines as outlined in the manual. Failure to follow the program rules and guidelines could subject the FTO to removal from the program and/or discipline action at the discretion of the Chief of Police. Recruit officers that fail to adhere to the established program criteria could be subject to discipline up to and including dismissal.

F. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.