



## 1-46 FIELD TRAINING AND EVALUATION PROGRAM (FTEP)

### 1-46-1 Purpose

It is the purpose of this program to train and evaluate recruit and lateral officers in the field to prepare them to become a solo beat officer. The FTEP is also used for training newly promoted supervisors.

### 1-46-2 Policy

The FTEP will be used to evaluate recruit and lateral officers in the field to determine if that officer needs to complete additional training. Any needed additional training will be provided to the officer. Once the recruit/lateral officer adequately completes the necessary training, that officer will be graduated from the program.

### 1-46-3 Rules and Responsibilities

#### A. Program Requirements

1. At the completion of their Academy training, recruit officers and lateral officers will participate in on-the-job training (OJT) with field training officers, which will be conducted for at least 16 weeks (640 hours).
2. Recruit and lateral officers will train with at least three four different FTOs, working in multiple area commands and during various shifts.
3. New field training officers, and field training Area sergeants (FTSs), and field training lieutenants (FTLs) shall receive at least 40 hours of initial supervisory-level training and annual eight-hour in-service training in the following areas:
  - a. Management and supervision.
  - b. Constitutional and community-oriented policing.
  - c. De-escalation techniques.
  - d. Effective problem-solving techniques.
4. The Field Training and Evaluation Program (FTEP) shall maintain the necessary staffing to appropriately train recruit officers and lateral officers.

#### B. Goals

1. The primary goal of the Field Training and Evaluation Program (FTEP) is to develop recruit officers (ROs) who have successfully completed the academic portion of their



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training and to provide on-the-job training functional OJT to ensure officers are capable of performing as independent solo beat officers.

2. The Field Training and Evaluation Program FTEP will supervise and manage its field training program to ensure that new officers develop the necessary technical and practical skills required to use force in accordance with APD policy and applicable law. The field training program should reinforce rather than circumvent the agency's values, core principles, and expectations on use of force and engagement with the community. Field Training Officers FTOs should demonstrate the highest levels of competence, professionalism, impartiality, and ethics.

C. Objectives

1. Train and guide the recruit and lateral officers to apply their academic knowledge and to analyze field situations in the performance of their duties.
2. Evaluate the performance of all recruit and lateral officers based on the standard evaluation guidelines (SEGs).
3. Identify any deficient performance and provide remedial training, when appropriate.
4. If remedial training is ineffectual, recommend separation from the department when necessary.
5. |
- 6.
7. Identify and train qualified officers to function as Field Training Officers.
8. Evaluate Field Training Officers FTEP Personnel on their ability to train and evaluate recruit and lateral officers.
9. Identify recruit and lateral officers who fail to meet the minimum requirements of a solo beat officer and either extend their training or dismiss them after unsuccessful remediation.
10. Identify and train qualified officers to function as Field Training Officers.
11. Evaluate Field Training Officers on their ability to train and evaluate recruit and lateral officers.



D. FTEP Chain of Command

1. Chief of Police
2. Deputy Chief of Professional Accountability Bureau
3. Commander of the Academy and Director of Training
4. Lieutenant of the Academy
5. Field Training Coordinator
6. Field Training Lieutenant
7. Field Training Sergeant
8. Field Training Officer

E. Responsibilities and Evaluations of the FTEP Personnel

1. The field training coordinator (FTC) is a full time sergeant who supervises and monitors the FTEP.
2. The Sergeant assigned to the FTO Training Coordinator position reports directly to the Academy Lieutenant and is required to:
  - a. Supervise and monitor the Field Training and Evaluation Program, together with the Field Training Area Sergeants and the Field Training Area Lieutenants.
  - b. Oversee the implementation of all training in the Field Training and Evaluation Program.
  - c. Maintain a current list of active- and inactive-status Field Training Officers, Field Training Area Sergeants, and Field Training Area Lieutenants.
  - d. Make assignments to move personnel from inactive to active status within the capacity limits for active status Field Training Officers, as agreed to with the City.
  - e. Assign recruit officers (graduated cadets completing on-the-job training requirements) to Field Training Officers.
  - f. Maintain files on all Field Training Officers, Field Training Area Sergeants, and Field Training Area Lieutenants that include Field Training and Evaluation Training records and certifications.
  - g. Review recruit officer Daily Observation Reports as needed.
  - h. Monitor the evaluation and progress of recruit officers.
  - i. Assist in developing all remedial training plans and retraining plans for recruit officers who are showing a pattern of non-performance on the Daily Observation Reports.



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- j. Ensure that documentation of recruit officer performance completed by the Field Training Officer and Field Training Area Sergeant recruit officer is in accordance with training guidelines.
- k. Meet with the Field Training Area Lieutenants to ensure that recruit officer on-the-job training is progressing according to Field Training and Evaluation Program training.
- l. Confer with the Academy Basic Training staff on training needs to improve cadet training.
- m. Conduct field training in-services for the Field Training and Evaluation Program personnel.
- n. Conduct annual "Needs Assessments" for the future development of the Field Training and Evaluation Program.
- o. Develop and instruct the Basic Field Training Officer School.
- p. Conduct exit interviews with recruit officers who do not complete the program and FTOs who choose to leave the program.
- q. Assist Civilian Police Oversight Agency (CPOA) members with ride-alongs and track those ride-alongs.
- r. Assign, oversee, and track refresher training for officers and sworn supervisors who return to the Field Services Bureau (FSB) after a year's absence or longer from FSB.

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F. Field Training Officer and Evaluation Program Board (FTEPB)

1. The board will fulfill these duties:

- a. Gather feedback from current FTEPB personnel.
- b. Provide recommendations to the Chief of Police or designee.
- c. Discuss and approve changes to the FTEPB.
- d. Conduct board meetings where an agenda will be set and minutes from the meeting will be recorded.

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G. Field Training Area Lieutenants (FTL)



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1. Monitors all Field Training Area Sergeants, Field Training Officers, and recruit and lateral officers assigned to their command. The field training area lieutenants are field service bureau lieutenants assigned as field training area lieutenants as a secondary duty.
2. The FTLs are uniformed field service bureau watch lieutenants assigned as FTLs fulfilling a collateral duty.
3. FTLs will monitor all assigned field training area sergeants, field training officers, ROs, and lateral officers.
4. Active FTLs will receive incentive pay. Inactive FTLs will not receive incentive pay.

H. Field Training Area Sergeants (FTS)

1. Monitors all Field Training Officers and recruit and lateral officers within their assigned area. The field training area sergeants are field service bureau sergeants assigned as field training area sergeants as a secondary duty.
2. The FTSs are uniformed field service bureau sector sergeants assigned as FTSs as a collateral duty.
3. FTSs will monitor all assigned field training area sergeants, field training officers, ROs, and lateral officers.
4. Active FTSs will receive incentive pay. Inactive FTSs will not receive incentive pay.
5. FTSs will be responsible for any temporary assignment change among field training officers and will ensure that reassignment of a recruit or lateral officer will be with a certified training officer.
6. If appropriate, an FTS will request that an RO be reassigned if the FTO will be missing three days or more of training for the phase.

I. Field Training Officer (FTO)

1. Trains, evaluates, and mentors recruit and lateral officers to become solo beat officers in accordance with the Field Training Guide. Field training officers are field service bureau officers assigned as field training officers as a secondary duty.



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2. FTOs are uniformed field service bureau field officers assigned as FTOs as a collateral duty.
3. FTOs will counsel, evaluate, supervise, train, mentor, and be a role model for recruit and lateral officers who are in training to become solo beat officers, in accordance with the FTEP operational manual.
4. Active FTOs will receive incentive pay. Inactive FTOs will not receive incentive pay.
5. Field training officers are not authorized to wear civilian clothes while working with recruit officers.

J. Recruit Officer (RO)

1. The recruit officer and lateral officer will enter the Field Training and Evaluation Program FTEP upon graduation from the Academy and will adhere to the FTEP operational manual field training guidelines and procedural manual. During this period, the recruit officer will follow these guidelines:
  - a. An RO will be trained and will be evaluated to demonstrate proficiency using the SEGs to determine if they are consistently performing as in the duties of a solo beat officer.
  - b. Be evaluated in accordance with the Field Training Guide.
    - i. While on OJT, an RO will not be eligible to transfer to a position outside of Field Services Bureau uniform patrol.
2. Responsibilities of an RO
  - a. The RO Recruit or lateral officer will inform his or her FTO Field Training Officer of any problems, personal or professional, that could have an effect on job performance.
  - b. The RO recruit or lateral officer will follow the standard operating procedures of the department.
  - c. ROs will not take any leave of absence, such as birthday and vacation, during their on-the-job training. Leave for exigent circumstances must be approved through the RO's chain of command.
  - d. If leave is taken, the RO's OJT will be extended to make up for any missed time.
3. Remediation, Extension, or Dismissal



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- a. An RO recruit officer or lateral officer who has failed to meet the minimum performance standards in the first two phases any phase of training will be given a remedial phase to focus on remedial training. If the RO is not functioning as a solo beat officer after this third phase, he or she either will be allowed one will serve an extension phase or will be dismissed, based on the recommendation of the FTEP chain of command.
  - b. Failure to meet the minimum performance standards of on-the-job training will be subject to a Chief's review to determine if the recruit officer or lateral officer shall be remedially trained, extended, or dismissed.
  - c. The Chief of Police or designee may dismiss a recruit or lateral officer for failure to meet minimum training qualifications.
  - d. Under no circumstance shall a recruit officer or lateral officer be released early from OJT without completing all training.
- K. Lateral Officer
1. Lateral officers will abide by the same requirements as outlined above for recruit officers.
  2. Under no circumstances shall any lateral officer be released early from OJT without completing all training.
- L. Qualifications to Become a Field Training Officer for FTEP Positions
1. FTL Candidate
    - a. The individual must currently hold the rank of lieutenant.
    - b. He or she must have no suspensions within the previous two years, not counting the first accident suspension.
    - c. His or her disciplinary history must contain no incident or pattern that would undermine the FTL's ability to set a positive example.
    - d. He or she must presently be assigned as a Field Services Bureau watch lieutenant – uniform patrol.
    - e. The individual must demonstrate a commitment to constitutional policing, ethics, and professionalism through his or her actions while performing normal duties.
  2. FTS Candidate



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- a. The individual must currently hold the rank of sergeant.
- b. He or she must have no suspensions within the previous two years, not counting the first accident suspension.
- c. His or her disciplinary history must contain no incident or pattern that would undermine the FTS's ability to set a positive example.
- d. He or she must presently be assigned as a Field Services Bureau sector sergeant – uniform patrol.
- e. The individual must demonstrate a commitment to constitutional policing, ethics, and professionalism through his or her actions while performing normal duties.

3. FTO Candidate

- a. The individual must have completed four years' non-probationary status with APD.
- b. No suspensions within the previous two years, not counting first accident suspension
- c. Disciplinary history contains no incident or pattern that would undermine the FTO's ability to set a positive example
- d. Presently assigned to Field Services Bureau – uniform patrol
- e. Commitment to constitutional policing, ethics, and professionalism through their actions while performing their normal duties

4. Selection of FTEP Personnel

- a. All selections will be in accordance with the FTEP Operational Manual.

5. Evaluation and Retention

- a. Field Training FTEP personnel shall immediately notify their Field Training Evaluation Program FTEP chain of command when any disciplinary action is taken or is pending against them.
- b. An Field Training Officer FTO may be removed from the program by the Chief of Police or designee, or upon the recommendation of the Field Training Officer Board, in accordance with the Field Training and Evaluation Program FTEP operational manual.
- c. Through the academy lieutenant and then the director of training, the Field Training Officer Board FTEPB may recommend removal of Field Training Officer FTEP personnel if the board determines an Field Training Officer individual has not satisfactorily performed his or her duties as a Field Training





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- Officer, and/or as a police officer as assigned or has failed to take training courses required by the FTEP to maintain certification. to stay in the program.
- d. Field Training Officer FTEP personnel may be removed from the program as a result of disciplinary action based on conduct, either on or off duty, which may reflect unfavorably on the FTEP. Field Training and Evaluation Program
  - e. Any grievances regarding removal or suspension from the FTEP shall be made directly to the Director of Training within 15 calendar days after being notified by the FTC or designee.
  - f. The decision of the Chief of Police or designee to remove any officer personnel from the Field Training and Evaluation Program FTEP shall be final.

M. Recruit Officer and Lateral Officer

1. The recruit officer and lateral officer will enter the Field Training and Evaluation Program and will adhere to the field training guidelines and procedural manual. During this period, the recruit officer and lateral officer will:

- a. Be trained and will demonstrate proficiency in the duties of a solo beat officer; and
- b. Be evaluated in accordance with the Field Training Guide.

2. Responsibilities

- a. The Recruit or lateral officer will make their Field Training Officer aware of any problems, personal or professional, that will have an effect on their job performance.
- b. The recruit or lateral officer will follow the standard operating procedures of the department.

3. Remediation/Extension/Dismissal

- a. A recruit officer or lateral officer who has failed to meet the minimum performance standards in any phase of training will be given remedial training, will serve an extension phase, or will be dismissed.
- b. Failure to meet the minimum performance standards of on-the-job training will be subject to a Chief's review to determine if the recruit officer or lateral officer shall be remedially trained, extended, or dismissed.
- c. The Chief of Police or his designee may dismiss a recruit or lateral officer for failure to meet minimum training qualifications.

4. Completion of Training



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- a. Under no circumstances shall any recruit officer or lateral officer be released early from on-the-job training.

N. On-the-Job Training Requirements

1. Detailed program procedures are contained within the Field Training and Evaluation Program Operational Manual.
2. Field training officers must complete a Daily Observation Report for each shift. This applies to OJT for recruit officers, lateral officers, returning officers, and refresher training.
3. The Field Training Area Sergeants will be responsible for any temporary assignment change among field training officers and will ensure that reassignment of a recruit or lateral officer will be with a certified training officer.
4. Training deficiencies may be noted by anyone in the recruit's chain of command.
5. Field Training Officers are not authorized to wear civilian clothes while working with recruit officers.
6. The recruit officer Training Guide will be maintained by the Field Training Officer Coordinator.
7. Separations or reassignments for more than three days will be coordinated through the Field Training Area Sergeant.
  - a. Recruits will not take any leave of absence during their on-the-job training (such as birthday and vacation). Leave for exigent circumstances must be approved through the recruit's chain of command.
  - b. The recruit's on-the-job training will be extended to make up any missed time.

O. Sworn Personnel Returning to Field Services Bureau, Uniformed Patrol

1. Officers and sergeants returning to uniformed patrol after an absence of one year or more must complete refresher training.
2. The refresher training must be completed with a qualified officer of equal rank. For example, a returning sergeant will complete refresher training with a sergeant in Field Services FTS.



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3. The length of time **that** the officer **or** sergeant **or** lieutenant was absent from the field will determine the amount of time to be spent in refresher training. If the separation from field services was:

- a. one year but fewer than two years, refresher training will last for two weeks;
- b. two years but fewer than three years, training will last for four weeks; and
- c. three or more years, training will last at least four weeks. Length of time will be determined by the Chief of Police or his designee.
- d. **Refresher training should not exceed the length of prescribed OJT without a written explanation as to the necessity for additional training.**

4. Refresher assignments will be determined by the **FTC** **Field Training Officer Coordinator**.

P. Officers Returning to Sworn Status with APD (currently certified)

1. Officers who are returning to sworn status with APD and who have been separated for one year or longer must successfully complete, and be released from, **on-the-job (OJT) training** with a certified Field Training Officer. The length of an officer's OJT will be determined as follows:

- a. **for** one year but fewer than two years of separation, OJT will last for four weeks
- b. **for** two years but fewer than three years of separation, OJT will last for eight weeks

2. **Two different FTOs will conduct the OJT refresher in two phases lasting for four weeks.**

- a. **More than 3 years, OJT will be a minimum of 16 weeks and will be in accordance with regular OJT procedures as outlined in the operational manual for recruit and lateral officers.**

3. **Release from the OJT requirement must be approved by the Field Training and Evaluation Program chain of command.**

4. Daily Observation Reports will be completed for returning officers **during this time.**

5. **If the returning officer requires remedial training, refresher training will be extended by two weeks to address any deficiencies noted by the FTO.**



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6. If a returning officer fails to meet the standard for a solo beat officer, a recommendation for termination will proceed through the FTEP chain of command.

Q. Newly-Promoted Sergeant and Lieutenant Training

1. Before newly promoted personnel may assume solo performance duties at the rank of sergeant or lieutenant, they must successfully complete an **Field Training and Evaluation Program** **OJT** for their designated rank.
2. Prospective sergeants **and lieutenants** will be evaluated in accordance with the **sergeant SEGs** **Field Training Guide**.
3. Prior to promotion or prior to solo performance, eligible personnel promoting to the rank of sergeant will receive 40 hours of mandatory supervisory, management, leadership, and command accountability training before assuming supervisory responsibilities.
4. **Prior to promotion or prior to solo performance, eligible personnel promoting to the rank of lieutenant may receive 40 hours of advanced supervisory training.**

Policy Development Form  
Office of Policy Analysis



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SOP: 1-46 Field Training and Evaluation Program (FTEP)

Date Completed: 8/21/18

In order to gain a clear understanding of the reason for the policy change, please answer the questions below with as much detail as possible as this information will be shared with internal and external stakeholders interested in participating in APD's policy development process.

Explain the rationale or purpose for the new policy or amended policy? Example: Best practices, case law, liability, conflicts with other policies or regulations, CASA related.

This policy was separated from 6-1 Training Division for clarity and to increase understanding of the policy.

The changes made to this policy are reflective of terminology used in the FTEP operational manual and among officers involved with the FTEP. It is the result of the FTEP board reviewing best practices around the country for operations of field training programs and ensuring APD continues to maintain a high level of training. This new policy also clarifies and simplifies roles and responsibilities for the various positions in the FTEP. All language is in line with the CASA (paragraphs 155-161) and does not conflict with any other policies.

What is the policy intended to accomplish? Explain the general intent with respect to the specific topic of the policy.

This policy is intended to update the SOP to match the FTEP Operational Manual. The former version was wordy and did not provide a clear picture of the roles/responsibilities, chain of command, or training procedures of the FTEP. This policy is intended to provide an easily accessible and understandable explanation of the purpose and operations of the FTEP.

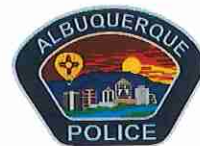
How will the policy be measured to determine its effectiveness? (Example: Will data be collected, if so, in what format and who will maintain the information?)

The procedures of the FTEP are largely qualitative data. The assignments can be measured through verification of special

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If you need assistance completing this form, and for any questions or concerns please contact your SOP liaison @ [adgarcia@cabq.gov](mailto:adgarcia@cabq.gov).  
Updated 06/20/2018

## Policy Development Form Office of Policy Analysis



orders for OJT assignments of recruit officers as well as all data collected using the Law Enforcement Field Training Application (LEFTA). The FTO Coordinator and administrative staff will maintain all information related to the FTEP and the Coordinator will be responsible for ensuring the FTEP operates within the requirements of the SOP.

Please list any references used to draft the policy such as policies from other agencies, case law, directives from the CASA, research papers, etc.

- Casa paragraphs 155-161
- APD FTEP Operational Manual
- Institute of Police Technology and Management FTO related courses
- San Jose Model of Field Training Program
- APD Organizational Chart

Please submit this form to [OPA@cabq.gov](mailto:OPA@cabq.gov)

If you need assistance completing this form, and for any questions or concerns please contact your SOP liaison @ [adgarcia@cabq.gov](mailto:adgarcia@cabq.gov).  
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