



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Field Training Program			Article: 1718
APPROVED: William Dickinson, Chief Probation Officer			
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POLICY

In order to ensure probationers are in compliance with their Court ordered terms and conditions of probation and to hold them accountable for transgressions, supervising probation officers must engage in armed field activities which include, but are not limited to, conducting probation searches and making arrests in the community. In the interest of having armed probation officers operate in a safe, professional, and consistent manner across divisional lines, the Kern County Probation Department Field Training Program was created.

The goal of the Field Training Program is to maintain a standardized and consistent means of training probation officers assigned to armed supervision units. Any probation supervisor or deputy probation officer, regardless of classification, who is assigned or re-assigned to an armed position, will enter the Field Training Program as a field trainee. As part of the orientation process, all field trainees will be informed of department approved expectations including, but not limited to, their strict adherence to the Chief Probation Officer's Supervision Directive. See Article 1701.01 for further.

In the course of their field training, field officers will be trained and evaluated by assigned Field Training Officers in each of four separate phases. Documentation of all training and evaluation will be maintained by both Field Training Program Coordinator and each field trainee.

I. RESPONSIBILITIES

A. Field Training Program Coordinator

1. A Probation Supervisor(s) will be designated by the Chief Probation Officer to act as the Field Training Program Coordinator.
2. Upon designation, the Field Training Program Coordinator will attend a POST/STC certified Field Training Program Supervisor, Administrator, Coordinator (SAC) Course or the equivalent.

3. The Field Training Program Coordinator reports to his/her respective Probation Division Director and/or any other members of the Kern County Probation Department Management Team as necessary.
4. The Field Training Program Coordinator is responsible for the training and evaluation of the Field Training Officers assigned to the Field Training Program.
5. The Field Training Program Coordinator is responsible for overseeing the training and progress of Field Trainees assigned to the Field Training Program.
6. The Field Training Program Coordinator is responsible for making and maintaining a record of all Field Trainee to Field Training Officer assignments.
7. The Field Training Program Coordinator will maintain a Field Training File for each Field Trainee assigned to the program.
8. The Field Training Program Coordinator will hold quarterly meetings with all designated Field Training Officers.

B. Field Training Officers (FTO)

1. Field Training Officers will be selected from among armed field officers by the Kern County Probation Department Management Team.
2. Field Training Officers will remain in their assignments; however, with regard to the training of Field Trainees, they will report to the Field Training Program Coordinator.
3. Prior to training any Field Trainees, Field Training Officers will attend a 24-hour Field Training Officer Course administered by the Field Training Program Coordinator.
4. Field Training Officers are responsible for the formal training and objective evaluation of their assigned Field Trainee and shall commit at least 20% of their work week to this task.
5. Field Training Officers will maintain a professional relationship with their assigned Field Trainees at all times.

C. Field Trainees

1. Upon being assigned/re-assigned/returning to an armed position, Deputy Probation Officers will enter the Field Training Program as Field Trainees.
2. Field Trainees will remain in their assignments; however, with regard to their field training, they will report to their assigned Field Training Officer who will in turn report to the Field Training Program Coordinator.
3. Prior to formally entering the Field Training Program, Field Trainees will attend a 24-hour Field Training Program Orientation administered by the Field Training Program Coordinator.
4. Field Trainees are responsible for maintaining their Field Training Binder.
5. Field Trainees are responsible for dedicating at least 20% of their work week to their formal field training.

II. DOCUMENTATION

- A. A Field Training File for each Field Trainee will be maintained by the Field Training Program Coordinator, and will include the following:
 1. Field Test (administered during the Field Training Program Orientation)
 2. Original Daily Evaluation Reports
 3. Original Hour Logs (upon successful completion of each Phase)
 4. Original Objective Certification Forms (upon successful completion of each Phase)
 5. Original End of Phase Reports (upon successful completion of each Phase)
- B. A Field Training Binder will be maintained by each Field Trainee, and will include the following:
 1. Section 1 – Radio, Report, and Offense Code Guides
 2. Section 2 – Key Task Checklist; Hour Logs
 3. Section 3 – Phase Transition Emails (sent by the Field Training Program Coordinator to formally re-assign Field Trainee to new

Phase and FTO); Copies of Daily Evaluation Reports; Standardized Evaluation Guidelines Explanations

4. Section 4 – Objective Certification Forms
5. Section 5 – Administrative Manual Sections Governing Field Activity

C. Daily Evaluation Report (DER)

1. The DER is the primary means by which the FTOs will evaluate trainees.
2. FTOs will complete a DER in its entirety at the conclusion of any and all field activity with their assigned Field Trainee.
3. FTOs will evaluate the trainee's performance pursuant to 25 separate Standardized Evaluation Guidelines (SEG).
 - a. The 25 SEGs found on the DER are divided into five separate categories: Appearance, Attitude, Knowledge, Performance, and Relationships.
 - b. The FTO will rate the trainee's performance using the following scale:

1- Unacceptable; 2 – Below Standard; 3 – Progressing; 4 Acceptable; 5 – Average; 6 – Above Average; 7- Superior; NO – Not Observed; NRT – Not Responding to Training
 - c. Any rating of "1" "2" "6" "7" or "NRT" is to be documented thoroughly on the DER by the evaluating FTO.
4. Each DER will include a narrative of the Field Trainee's strongest and weakest performances of the shift.
5. A copy of any paperwork generated by a Field Trainee during a training shift will be attached to that shift's DER.
6. Completed DERs will be reviewed with the Field Trainee as soon as possible after the conclusion of a training shift.
7. The original DER will be routed to the Field Training Program Coordinator for inclusion in the Field Trainee's Field Training File.

8. A copy of each DER will be retained by the Field Trainee for inclusion in their Field Training Binder.

D. Key Task Checklist

1. This is designed to be a record of a Field Trainee's FTO assignments and to serve as verification the Field Trainee has successfully completed tasks identified as being central to an armed supervision officer's duties.

E. Hour Logs

1. Each Phase in the Field Training Program has a corresponding Hour Log. Only hours the Field Trainee spends with their assigned FTO will be recorded on that Phase's Hour Log.
2. The Alternate Hour Log will record hours the Field Trainee spends with either an armed supervisor or an unassigned FTO.
3. Any and all hours spent in the field by a Field Trainee will be logged on the appropriate Hour Log.
4. The Hour Log will reflect the actual number of hours spent in the field.
5. Each entry on the Hour Log will be initialed by the FTO, or substitute FTO, at the conclusion of the outing.
6. Upon the successful completion of each Phase, the Field Trainee will route the original Hour Log for that Phase to the Field Training Program Coordinator for inclusion in the Field Trainee's Field Training File.
7. A copy of each Hour Log will be retained by the Field Trainee for inclusion in their Field Training Binder.

F. Objective Certification Forms

1. Each Phase in the Field Training Program has a corresponding Objective Certification Form.
2. The form identifies which SEGs the Field Trainee must demonstrate a consistent ability to perform satisfactorily in before completing the Phase.

3. Upon receipt of a DER, the Field Trainee will identify scores of 4 and above and write the date of the DER on the corresponding line of that Phase's Objective Certification Form.
4. Upon the successful completion of each Phase, the Field Trainee will route the original Objective Certification Form for that Phase to the Field Training Program Coordinator for inclusion in the Field Trainee's Field Training File.
5. A copy of each Objective Certification Form will be retained by the Field Trainee for inclusion in their Field Training Binder.

G. End of Phase Report

1. Once an FTO has determined a Field Trainee is ready to successfully complete a Phase, the FTO should review that Phase's Objective Certification Form to ensure they have documentation indicating they have consistently performed satisfactorily in the SEGs identified for that Phase.
2. The FTO will complete an End of Phase Report and provide it to the Field Trainee for review.
3. Upon the successful completion of each Phase, the Field Trainee will route the original, signed End of Phase Report to the Field Training Program Coordinator for inclusion in the Field Trainee's Field Training File.
4. A copy of each End of Phase Report will be retained by the Field Trainee for inclusion in their Field Training Binder.

H. Completion Record

1. Once the Field Training Program Coordinator receives an End of Phase Report for a Field Trainee in Phase IV of the program, he/she will prepare a Completion Record certifying the Field Trainee has successfully completed the program.
2. The Completion Record will be signed by the Field Trainee, the primary FTO, and the Field Training Program Coordinator.
3. The Completion Record will be forwarded to the Field Trainee's Probation Division Director/Assistant Probation Division Director who will review and initial.

4. The Completion Record will then be forwarded to the Deputy Chief Probation Officer over Field Services and the Chief Probation Officer for approval.
5. Once the Completion Record is signed by the Chief Probation Officer, the Field Trainee will be deemed to have successfully completed the Field Training Program.

I. Critique Forms

1. At the conclusion of each Phase, the Field Trainee will complete a Field Training Officer Critique Form evaluating their previous FTO.
2. At the conclusion of each Phase, the Field Trainee will complete a Field Training Program Critique form evaluating the program.

III. Field Training Procedure

- A. Field Trainees entering the Field Training Program will attend a 24- hour Field Training Program Orientation prior to attending Simunitions Training.
 1. The Field Training Program Orientation will include an 8 – hour component addressing the proper mindset of a field officer
 2. Each Field Trainee will be given a Field Test which they must pass with a score of 85%.
 3. Each Field Trainee will be issued a Field Training Binder.
- B. Upon receiving their duty ammunition from the Rangemaster, Field Trainees will enter the Shadow Phase of the Field Training Program.
 1. Field Trainee will spend three shifts with an HSP/EMP officer, an armed supervisor, or an unassigned FTO, and the hours will be logged on the Shadow Phase Hour Log.
 2. The Shadow Phase “training” officer will conduct themselves as if they were a solo officer. The Field Trainee will not be relied upon for any reason; however, they are encouraged to participate to their level of comfort.
 3. Shifts in the Shadow Phase will not be formally evaluated (DER).
- C. Upon successful completion of the Shadow Phase, the Field Trainee will enter Phase I of the Field Training Program.

1. The Field Training Program Coordinator will assign the Field Trainee to an FTO via an email to the Field Trainee, the FTO, and their respective supervisors.
 2. Field Trainees will spend a MINIMUM of 25 hours of actual field time in Phase I.
 3. The FTO will utilize as many hours as necessary to ensure the Field Trainee has met all designated objectives.
 4. The Field Trainee will not be permitted to drive an in-service Probation patrol vehicle while in Phase I of the Field Training Program.
 5. Neither an FTO nor an armed supervisor will make a probation stop/contact on any pedestrian while in the company of a Field Trainee in Phase I of the Field Training Program.
- D. Upon successful completion of Phase I, the Field Trainee will enter Phase II of the Field Training Program.
1. The Field Training Program Coordinator will assign the Field Trainee to an FTO via an email to the Field Trainee, the FTO, and their respective supervisors.
 2. Field Trainees will spend a MINIMUM of 25 hours of actual field time in Phase II.
 3. The FTO will utilize as many hours as necessary to ensure the Field Trainee has met all designated objectives.
 4. The Field Trainee will be expected to drive approximately 30% of the time spent in the field while in Phase II of the Field Training Program.
 5. FTOs and armed supervisors may make probation stops on pedestrians while in the company of a Field Trainee in Phase II of the Field Training Program provided the Field Trainee is deemed capable of safely handling the added stress and responsibility of such a contact. That determination will be the responsibility of the FTO and armed supervisor.
- E. Upon successful completion of Phase II, the Field Trainee will enter Phase III of the Field Training Program.
1. The Field Training Program Coordinator will assign the Field Trainee to an FTO via an email to the Field Trainee, the FTO, and their respective supervisors.

2. Field Trainees will spend a MINIMUM of 25 hours of actual field time in Phase III.
 3. The FTO will utilize as many hours as necessary to ensure the Field Trainee has met all designated objectives.
 4. The Field Trainee will be expected to drive approximately 70% of the time spent in the field while in Phase III of the Field Training Program.
 5. FTOs and armed supervisors may make probation stops on pedestrians while in the company of a Field Trainee in Phase III of the Field Training Program.
- F. Upon successful completion of Phase III, the Field Trainee will enter Phase IV of the Field Training Program.
1. The Field Training Program Coordinator will assign the Field Trainee to an FTO via an email to the Field Trainee, the FTO, and their respective supervisors. The Field Trainee's Phase IV FTO will ideally be the same FTO they were initially assigned to in Phase I of the program.
 2. Field Trainees will spend a MINIMUM of 20 hours of actual field time in Phase IV.
 3. The FTO will utilize as many hours as necessary to ensure the Field Trainee has met all designated objectives.
 4. The Field Trainee will be expected to drive 100% of the time spent in the field while in Phase IV of the Field Training Program. They will also be expected to handle all radio transmissions.
 5. FTOs and armed supervisors may make probation stops on pedestrians while in the company of a Field Trainee in Phase IV of the Field Training Program.
- G. Field Trainee/FTO Assignments
1. The Field Training Program Coordinator will determine all FTO/Field Trainee assignments.
 2. The Field Trainee's Primary FTO (Phases I and IV) will ideally be selected from a unit operationally similar to that of the trainee, whether it be Juvenile Supervision (Placement, GIST, Aftercare, Supervision II, Regional Supervision, Court Community Schools), Adult

Supervision (Supervision A, Supervision B, Supervision C, High Risk Offenders Unit), or Post Commitment Supervision (Post Release Community Supervision A, Post Release Community Supervision B, Mandatory Supervision A, Adult Programming-APU).

3. The Field Trainee's secondary FTOs (Phases II and III) will ideally be selected from the other operational areas.
4. At any given time, an FTO will only have one Field Trainee assigned to them.
 - a. Likewise, a Field Trainee will only be formally evaluated by their designated FTO.
5. If an FTO is sick or otherwise unavailable to his/her Field Trainee on a given shift, the Field Trainee may accompany an armed supervisor or an unassigned FTO, in the field.
 - a. Any hours logged in this manner will not count towards the Field Trainee's obligation to the Field Training Program.
 - b. Accordingly, the Field Trainee will not be formally evaluated via a DER during such shifts.

H. Remediation

1. In the course of evaluating a Field Trainee, an FTO may determine remediation is in order. This could range from an assignment given to a trainee to complete prior to the next training shift or a practical exercise conducted during the shift. All efforts made toward remediation will be thoroughly documented in the appropriate DER.

I. Unit Supervisors

1. Unit supervisors retain responsibility for training their officers in case management, field activity documentation (ACT, ISIS, etc.), determining and filing violations, meeting minimum contact requirements, and discretion pursuant to the unit's operational philosophy. The FTO will only be charged with teaching the Field Trainee to engage in field activity in a safe and professional manner.
2. When a Field Trainee has an Employee Performance Report (EPR) due, the unit supervisor shall notify the Field Training Program Coordinator as early as possible so a statement regarding the

trainee's performance in the program can be provided for inclusion in the EPR.

J. Training Shift Preparation

1. Field Trainees will be instructed on how to properly prepare for a home call. This will include running the address for all possible status and warrants, knowing the search terms and/or Court orders of a probationer, knowing the current custody status of subjects in the home, printing applicable pictures, and printing useable maps.
2. Prior to a training shift with an FTO, the Field Trainee is responsible for preparing a sufficient number of packets to keep the entire shift progressing steadily as the FTO may not have a caseload to work from. The unit supervisor shall ensure the Field Trainee has done so in accordance with the unit's operational philosophy on field contacts. Unit supervisors can also assist trainees in the development of proper packets should the need arise.

K. Returning To Armed Service

1. If a non-armed officer who has previously displayed competency as an armed field officer enters the Field Training Program, the Kern County Probation Department Management Team may exercise the option to advance said officer to a higher Phase of the Field Training Program.

L. Field Trainee Unavailability

1. If a Field Trainee is unavailable to the Field Training Program for more than three consecutive weeks (vacation, illness, leave of absence, etc....), the Field Trainee will be returned to the beginning of their current Phase upon return.
2. The Field Trainee will lose credit for any hours previously logged in that Phase and will possibly be assigned to a different FTO depending on availability.

M. Range Disqualification

1. If a Field Trainee fails to qualify with his/her duty weapon he/she will be barred from field activity and by extension the Field Training Program.

2. If the Field Trainee fails to qualify at their first remediation attempt, they will continue to log hours in the field as a Ride-Along participant only.
 - a. The Field Trainee will be required to ride-along with their supervisor on a bi-weekly basis.
 - b. Any hours spent as a ride along will be logged on the Alternative Hour Log but will not satisfy the Field Trainee's obligation to the Field Training Program.
 - c. As a ride-along, the trainee will dress in a department issued polo shirt and BDUs while wearing their body armor, cuffs and OC spray. As with any ride-along, the trainee will remain in the patrol vehicle until the situation is Code 4. At that point, the trainee may enter the scene and assist with searches, radio traffic, interviews, etc.
3. Upon qualifying for field activity, the Field Trainee will be returned to the beginning of their current Phase.
4. The Field Trainee will lose credit for any hours previously logged in that Phase and will possibly be assigned to a different FTO depending on availability.

N. Field Training Program Failure

1. The Field Training Program Coordinator will formally document a Field Trainee's lack of satisfactory progress in a Notice of Intent to Fail.
 - a. This will indicate the areas of unsatisfactory progress and the efforts made toward remediation.
2. If a Deputy Probation Officer I fails the Field Training Program, they may be denied a promotion to permanent Deputy Probation Officer II status and/or be subject to termination.
3. If a permanent Deputy Probation Officer II fails the Field Training Program, they may be transferred to an un-armed position and disqualified from re-entering the program for two years.

O. Complaints/Concerns

1. Any complaints or concerns regarding the Field Training Program and/or any of the FTOs utilized therein should be brought to the attention of the Field Training Coordinator as soon as possible.