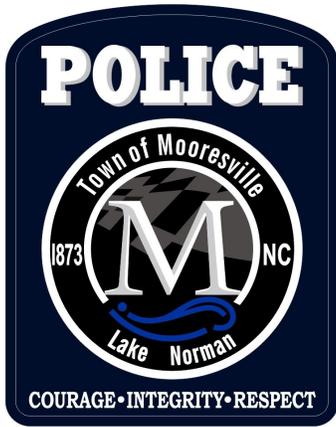


# Mooreville Police Department



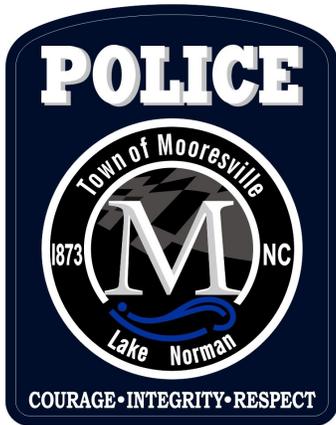
# Field Training Manual

2016

# Mooreville Police Department

## THE FTO TRAINING PHILOSOPHY

We, as Field Trainers, have been entrusted with the responsibility of building the Mooreville Police Department of the future through the people we train today.



### Our Responsibility is Dual

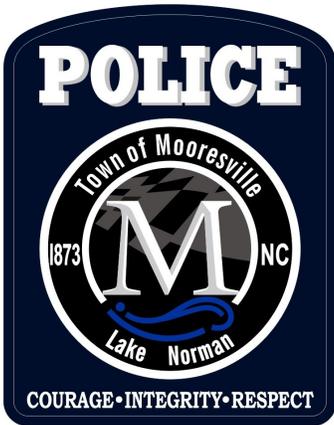
First, we must embrace a training philosophy which ensures that every Probationary Officer is given the maximum opportunity to show that he can do the job. To accomplish this, we must create a positive environment in which learning is maximized. Our approach must be fair, firm, friendly and above all, professional. We must evaluate in a sincere, straight forward manner, which emphasizes the positive as well as the negative aspects of performance. At no time will we demean or ridicule a Probationary Officer. We realize that even the least capable Probationary Officer must be treated with respect and given every chance to succeed. We must never treat a Probationary Officer in a way that deprives him of his dignity. We will do what we can to ensure that the stress felt by the Probationary Officer is caused by the job and not from our own words or actions. Secondly, we must never forget our responsibility to the citizens of Mooreville. This requires that we retain competent proactive Officers. Realizing that not everyone has the capability to perform the complex, demanding task of a Police Officer, we must have the moral courage to recommend termination of a Probationary Officer whom we honestly believe does not meet the minimum standard. To do otherwise would be an injustice to the Town of Mooreville and the Mooreville Police Department.

To accomplish this task requires dedication and patience. Our feeling of accomplishment will come in watching the Probationary Officer succeed. If we have fully carried out our responsibilities, we will see many of them exceed our own accomplishments.

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## LEGAL AND ETHICAL RESTRAINTS INVOLVED IN THE DESIGN AND APPLICATION OF AN EFFECTIVE FIELD TRAINING SYSTEM

If the FTO Program is being used as a selective device, i.e. to identify competence; determine the need for additional training; and to terminate, when necessary; it is considered a test, and therefore the validity of the appraisal system must be demonstrated (EEOC Section 1607.2).

Because no existing court ruling has stated which of several validation methodologies is most appropriate, EEOC guidelines are used as the standard for determining the best appraisal system for evaluating the Probationary Officer.

## RELEVANT GUIDELINES SUPPORTING THE USE OF CONTENT VALIDITY

The degree of inference from test behavior to job behavior is the best determinant. If the inference is large, content validity is the method of choice. In the case of FTO program performance appraisals, the job is the test, therefore content validity is favored.

EEOC Guideline 1607.5(a) explicitly permits the use of content validity alone for measuring of skills or knowledge.

Given these facts, it is sufficient to show that the performance dimensions which are used to evaluate the new employee’s behaviors are based upon a meaningful study of the actual job skills required for the position – Job Task Analyses.

## TEN REASONS FOR IMPLEMENTING A FIELD TRAINING OFFICER PROGRAM

1. Provides for an evaluation process that is consistent with EEOC Guidelines.
2. Increased support for administrative policy through FTO program instruction.
3. The likelihood of negligent hiring and retention suits is greatly reduced.
4. Cost-effective in that non-qualified and non-productive persons are no longer retained in the organization.
5. Cost-effective in that Probationary Officers get “up to speed” faster than before.
6. The position of FTO represents an additional career opportunity for the officer.
7. An agency-wide standardization of policy, training and procedure ultimately develops.
8. Motivation and morale increases as FTOs work in a particular climate and have a “say” in an important decision-making process.
9. FTOs practice supervisory skills before promotion; enhancing the quality of candidates eligible for advancement.
10. FTOs become more competent, knowledgeable and safer employees as a result of their model responsibilities.

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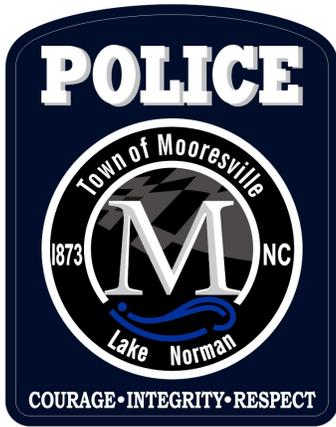
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## FTO PROGRAM GOALS AND OBJECTIVES

The Mooreville Police Department FTO Program has been adopted with the goal of improving the overall effectiveness and efficiency of training the Probationary Officer. To achieve this goal, the FTO Program will establish the following objectives:

1. To produce a highly trained and positively motivated Officer capable of meeting or exceeding standards of performance required by the Mooreville Police Department.
2. To provide equal and standardized training to all newly hired officers and to provide remedial training in those areas where deficiencies are identified.
3. To build on the foundation of knowledge given in Basic Law Enforcement Training school, thereby creating an environment in which the Probationary Officer may develop new skills.
4. To improve the Mooreville Police Department's screening process by providing on-the-job observation of each Probationary Officer's performance.
5. To establish an appraisal system which is valid and job-related, utilizing a standardized and systematic approach to the documented measurement of the Probationary Officer's performance.
6. To develop leaders within the Mooreville Police Department by providing qualified officers (FTOs) with additional training and opportunities to develop leadership skills.
7. To ultimately increase the overall efficiency and effectiveness of the Mooreville Police Department by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement.

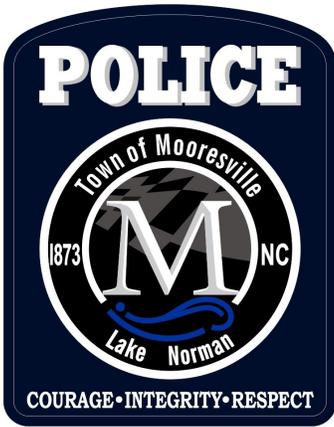


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## FTO STRUCTURE – FTO PROGRAM DURATION



The length of the FTO program will be twelve weeks (42 working days). The time frame of the FTO program allows the Probationary Officer to learn how to perform in an efficient and safe manner.

(Exception: The FTOs can recommend a longer or shorter length of time than twelve weeks. The FTO must request through the chain of command to the Patrol Commander.)

The twelve week FTO program has been divided into phases. Each phase is a programmed length of time correlated to a particular set of tasks, which must be learned by each Probationary Officer. The tasks are ordered so that the Probationary Officer is exposed to the most basic and necessary task first. Phase Training is fundamental to the FTO program. Each phase is designed to provide the following:

1. A systematic approach to field training.
2. Consistent and standardized training.
3. The means of ensuring the Probationary Officer’s capability to perform the skills and tasks required of a Mooreville Police Officer.
4. The opportunity to train with various FTOs and to be exposed to their various techniques while operating within standardized guidelines.

### The Twelve Week FTO Program Has Been Divided Into Three Phases

Phase One and Two are each four weeks (14 working days) in length. Phase three is a Final Evaluation Phase of four weeks (14 days). The Probationary Officer should be assigned to a different FTO during Phase One and Two and return to his primary FTO during Phase Three.

**Phase One** is the introductory phase. During this time the Probationary Officer will be taught and evaluated on certain basic skills. The FTO assigned to Phase One is the Primary Training Officer. The FTO’s function as a role model is particularly important here. A great deal of the Probationary Officer’s success will hinge on his attitude toward the training and on the image projected by the FTO. The Probationary Officer is allowed to drive the patrol car after completing the first two weeks in Phase One, unless the Probationary Officer has at least one year experience from another agency. (Note: The limbo days are still in effect for all Probationary Officers.)

**Phase Two** is somewhat more complex and is sometimes identified as the phase in which the Probationary Officer sheds their unfamiliarities with their new role and begins applying themselves to mastering the skills at hand. This phase is characterized by advanced training and the polishing of those skills learned in Phase One. This is also the opportunity for the FTO to review those tasks previously accomplished and to be sure the Probationary Officer is prepared for the Final Evaluation Phase.

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**Phase Three** is the Final Evaluation Phase. An important aspect of this phase is for the Probationary Officer to return to his primary FTO for evaluation. This is done so that the FTO, who originally observed the Probationary Officer, will be able to evaluate the final product and compare performance levels. The first two weeks (7 days) will be for review and the last two weeks (7 days) will be for observation of the Probationary Officer.

Upon completion of Phase Three, the Probationary Officer will be assigned to solo patrol provided he has satisfactorily completed the Field Training Program. Before releasing the Probationary Officer to solo patrol, the Solo Patrol Letter (SPL) must be completed by the Primary FTO and signed by FTOs involved in training, the Sergeant, the Lieutenant, the Captain and the Chief.

To ensure that the Probationary Officer is exposed to all the tasks, the FTO should be granted the leeway by the supervisor to volunteer for calls out of his/her zone.

Training is completed in Phases allowing the Probationary Officer exposure to not only varied skills of the officer, but to various zones in the geographical areas of their assignments. The Probationary Officer will learn the boundaries and streets in all zones during his training. The FTOs and Lieutenants will determine together what zone the Probationary Officer will start in and when he/she is ready to move from zone to zone.

### Time Off

During the FTO program, the Probationary Officer and the FTO that is training during the Phase should only receive his regular days off each week. Holidays and vacations should not be given during this period except under extenuating circumstances.

### Limbo Days

The first day (12.25 hours) and half of the following day (6 hours) shall be limbo days.

While the Probationary Officer receives training in new skills or tasks during this limbo period, he will not be rated on the DOR Form. The Probationary Officer shall not be able to drive during limbo days. The primary purpose of limbo days is to allow for a smooth transition from BLET to the FTO Program or from another agency to the Mooreville Police Department. During this period, the FTO shall answer all the calls for service and fill out all paperwork, while the Probationary Officer observes the “working style” of the FTO.

The FTO in Phase Two should explain to the Probationary Officer that each FTO has his own “working style”. But each working style is acceptable in accomplishing the job.

“Limbo” is an acceptable means of getting acquainted but should not be interpreted as meaning that training does not occur. Instruction from the Officer Training Manual continues as always.

### Summary

The structure of the FTO program demands training and evaluation of the Probationary Officer by the FTOs involved. The emphasis should be on training and not on the number of enforcement contacts. By following the structure of the FTO program, the Probationary Officer will develop into a more productive Officer.

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## DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING OFFICER

The FTO has many roles to assume during the FTO program. The two most important are: (1) maintain duties of an officer, and (2) that of a trainer and evaluator.

Simultaneously as the FTO is functioning as a Police Officer, he must train the Probationary Officer. This is a trying situation and very stressful at times. Regardless, it must be done.

When performing his duties, an FTO will have the following roles:

**Supervisor:** The FTO often acts as a supervisor. The Probationary Officer will make mistakes and these mistakes are to be immediately addressed and corrected during the training process. There are times when the Probationary Officer will commit an infraction that is viewed as minor in nature, but due to his position and the need for behavioral modification, the FTO must take action and counsel the Probationary Officer. This may or may not be followed up by the Shift Supervisor (depending on the severity and timeliness of the incident), but it is essential that the FTO take immediate action to any mistake(s) resulting in a learning experience.

**Teacher:** The most obvious function of the FTO is that of a teacher. The teaching role may, and in most cases does, occur in the field under actual conditions. There may be other times when teaching occurs over a cup of coffee or casual conversation. The fact is, the FTO will spend most time teaching even when it does not appear to be obvious. Topics which must be covered are explained or listed in the Field Training Manual.

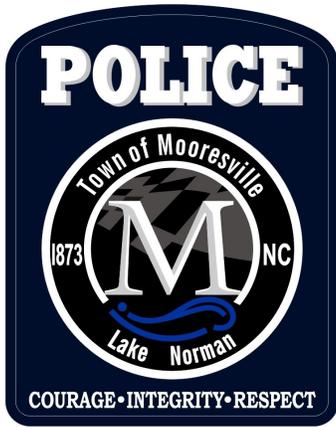
**Evaluator:** The FTO, in the roles of a teacher, is also an evaluator. He must develop and use skills to determine if learning is occurring and whether or not remedial training is necessary. Evaluating skills are of prime importance to the FTO Program. If the FTO cannot evaluate then he cannot train. Evaluation is accomplished by the use of Daily Observation Reports, the Standardized Evaluation Guidelines, remedial training, evaluation sessions and verbal feedback. **The principal element of effective evaluation is objectivity. The principal goal of evaluation is documentation.**

**Researcher:** The FTO must be able to identify remedial training needs and to provide the remediation in most instances. He must be able to use or identify the proper resource to bring about the desired learning and/or behavioral change. This part of the job is time consuming but is a prime function of the training process.

**Counselor:** The FTO will often be placed in a situation where he becomes the problem solving resource for the Probationary Officer. This may include a personal problem of the Probationary Officer as well. Normally, the best way to accomplish this is through counseling. The FTO must develop the skill to help the Probationary Officer solve his own problems. By allowing them to “talk it out” and by gently guiding them through their “crisis”, many of the Probationary Officer’s problems can be solved.

**Inspector:** The FTO is responsible for inspecting the Probationary Officer’s uniform and equipment as well as approval of all paperwork. Discrepancies may also be brought to the FTO’s attention by a Supervisor for correction by the FTO or Probationary Officer.

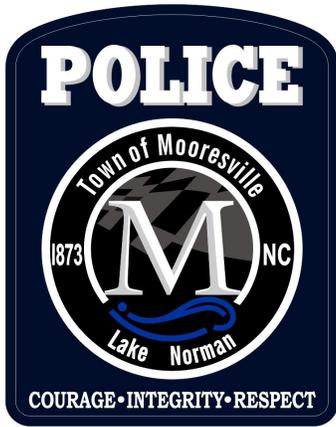
**Disseminating Information:** The FTO must ensure the Probationary Officer is receiving all necessary information. He is also responsible for ensuring the Probationary Officer records this information and can provide it upon request.



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**Positive Role Model:** The FTO must be a positive role model. This is accomplished by maintaining a professional demeanor and appearance, adhering to rules and regulations and by having a positive attitude toward the Mooreville Police Department, the FTO Program and the Probationary Officer.

**Recommending:** The FTO is responsible for recommending Not Responding to Training (NRT), termination or release to solo Patrol. The decision to terminate will be made at a higher level but it is up to the FTO to bring the matter into focus. If an FTO believes for instance the Probationary Officer should be terminated but fails to document, remediate, further document and finally make that recommendation, the probability is the Probationary Officer will not be terminated. No one in the FTO program will make the recommendation for the FTO. This is a responsibility the FTO shall be made aware of upon entering the FTO program and it will remain his responsibility to carry out.

### Recognition

After being approved and trained in the FTO program, an Officer will wear an approved pin on the patrol uniform designating him as an FTO.

After the Probationary Officer satisfactorily completes the Field Training Program, the FTOs involved in the training shall receive one (1) paid administrative day off. This time will be approved by the Chief of Police and scheduled by their Supervisor.

Note: To be eligible for administrative leave, the FTO must train a minimum of eight (8) weeks.

### Disqualification from FTO Program

Due to the importance of maintaining the professionalism and integrity of the FTO program, there is a need to establish guidelines for disqualifications from the FTO program. The removal of an FTO from the FTO program shall not be taken lightly.

To disqualify an FTO from the FTO program, the following criteria must be met:

1. Recommendation by either the Shift Supervisor, Patrol Commander, Captain or Chief of Police.
2. Recommendation for disqualification will be made in writing, signed by the person making the recommendation and shall be forwarded via the chain of command to the Chief of Police.

### Withdrawal

An FTO who wishes to withdraw from the position of FTO shall forward a memorandum to the Shift Supervisor to be forwarded to the Chief of Police via the chain of command.

### Summary

There are simply too many roles for the FTO to list in this Manual. FTOs must be flexible and able to change instantaneously with any given situation. Otherwise, the Probationary Officer, the FTO program and the Mooreville Police Department would suffer.

A weak FTO can disrupt the entire training process. A great deal of trust and responsibility go with this assignment and each member of the FTO program must be willing to accept it. It is also very important to reinforce the positive attitude necessary to be a professional and competent FTO.

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## RESPONSIBILITIES OF THE SHIFT SUPERVISOR

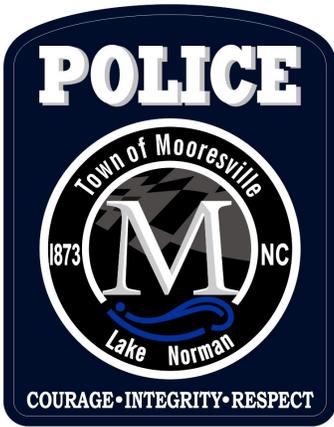
The Shift Supervisor is a team leader. He is responsible for all the FTOs and Probationary Officers in his shift. As a team leader, he must ensure the FTOs are acting within the scope of their responsibilities and that they function as a unit. The Shift Supervisor should monitor the training of each Probationary Officer assigned to his shift and to assist the FTOs in accomplishing their goals. FTOs have a very difficult job but it can be made easier with proper supervision.

### Liaison Function

One of the major problems faced by the FTO and the FTO program is resistance and/or interference by other members. Responses of this nature are usually tied to a lack of understanding of the FTO program procedures and goals. The Shift Supervisor should be on the alert for this and take positive and proactive steps to reduce the interference and/or lack of information regarding the FTO program.

The Shift Supervisor will also act as a liaison between the Patrol Commander and the FTO and Probationary Officer. He will keep the Patrol Commander abreast of the Probationary Officer's progress and the performance of the FTO.

The Shift Supervisor shall ride with the Probationary Officer one complete shift during Phases I and II. The shift will be near the end of each Phase. The Shift Supervisor shall document the Probationary Officer's performance by completing an FTO-1 Form (DOR). The FTO-1 (DOR) will go with the other FTO-1 Forms (DORs) for that Phase.



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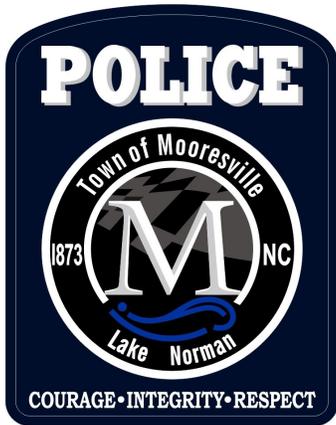
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## RESPONSIBILITIES OF THE PATROL COMMANDER

The Patrol Commander will be responsible for all the Shift Supervisors, FTOs and Probationary Officers at the Mooreville Police Department.

The Patrol Commander is another key player in the FTO program. He is a team leader for all Shift Supervisors and FTOs in the Department. As a team leader, he must ensure the Shift Supervisors and FTOs are acting within the scope of their responsibilities and that they function as a unit. The Patrol Commander should monitor the training of each Probationary Officer and assist the Shift Supervisors and FTOs in accomplishing their goals.



### Liaison Functions

The Patrol Commander should be on the alert for any resistance and/or interference by other Patrol members pertaining to the FTO program. He should take positive and proactive steps to reduce the interference and/or lack of information regarding the FTO program. This will ensure the FTO program will function as structured.

The Patrol Commander will act as a liaison between the FTO program and the Chief of Police. He will keep the Chief of Police abreast of the Probationary Officer's progress and performance of the Shift Supervisor and FTOs.

1. The Patrol Commander, or his designee, will chair the End of Phase Meetings.
2. Ensure all paperwork is completed correctly and on time.
3. Keep FTO Manual updated on changes that are necessary.
4. Ensure all paperwork is turned into the Chief of Police for review to be placed in Probationary Officer's file at the end of field training.

### Reports

All reports have time constraints. The Shift Supervisor shall ensure the FTO's reports are accurately completed and submitted on time. The Shift Supervisor will sign off on the FTO-1 (DOR) Daily Observation Form and the job task that is completed for the day, before the end of his tour of duty.

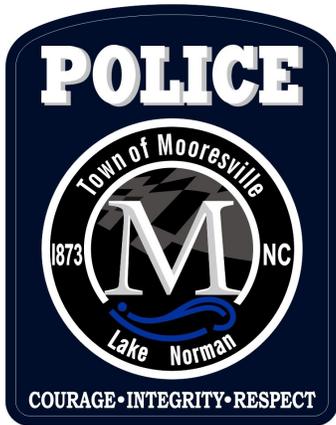
The Shift Supervisor shall ensure that the original DOR forms and job task are kept in the provided manual.

1. Copies of the DOR and job task to be provided to the Probationary Officer before his/her tour of duty.
2. Copies of the DOR forms and job tasks are provided to the Patrol Commander by placing the forms in a designated place, discussed by the Shift Supervisor and Patrol Commander before the Field Training Program starts on his/her shift.

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## Behavior Modification by the Shift Supervisor

Training is actually a form of behavior modification. The Shift Supervisor should be aware of this and guide the training efforts towards this accomplishment. Behavior modification is something that may be used by all supervisors and indeed should be used. A key point of behavior modification is: people will repeat actions for which they are rewarded. If you see an action that you deem proper, and, in fact, would like to see it repeated, you should reward that person. If you ignore the action, then the likelihood of it being repeated again becomes a matter of chance. This method of behavior modification must be reinforced by the Shift Supervisor to the FTOs. The reward does not have to be an obvious one.

When delivering reward or punishment, the following must be kept in mind:

1. The reward or punishment must be immediate if it is to be effective. This may not always be possible but you should try to adhere to this principle.
2. The reward or punishment must be consistent. If not, accusations of unfair practices could occur, but most importantly the Probationary Officer may not understand the relative importance of the act.
3. The reward or punishment must fit the behavior. Do not over-react to a minor incident, nor minimally respond to a major incident.

## Maintaining FTO Program Integrity

The Supervisor in any training program is a key figure. This has been mentioned several times and merits reinforcement. A substantial amount of the enthusiasm and dedication an FTO will have for the FTO Program will depend upon his relationship with the Shift Supervisor. The Shift Supervisor must be professional and fair at all times.

The FTO must depend on the Shift Supervisor for support and proper completion of supervisory reports and their prompt submission to the Training Coordinator. FTOs need reassurance and support for their efforts toward training the Probationary Officer. This is one of the most important roles the Shift Supervisor will undertake.

The Shift Supervisor alone cannot maintain FTO Program integrity. The Shift Supervisor must help. This can be accomplished by:

1. Contact with the FTOs and Probationary Officers at least once a day.
2. Reviewing evaluations within one day of receipt.
3. Following up on FTOs requests in a timely manner.
4. Maintaining orderly files.
5. Critiquing FTO's performances and making suggestions for improvements.

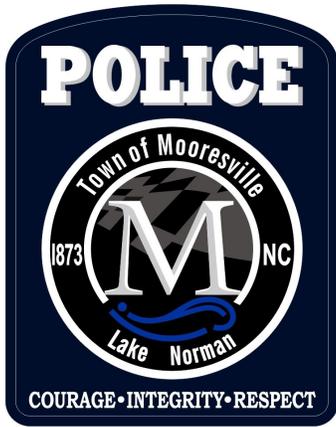
## End of Phase Meetings

The meetings shall be held at the end of Phases I, II and III of the FTO Program. The Shift Supervisor will coordinate with the Patrol Commander on the date and time of the end of phase meeting. It is the primary responsibility of the Patrol Commander to chair the end of the phase meeting and to maintain the integrity of the FTO Program. This "coming together" of FTO Program members is an integral part of the FTO concept. These meetings are important to the maintenance of the FTO Program's integrity and objectivity. Without them, certain goals relevant to the FTO Program's success will be difficult, if not impossible to achieve.

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## Meeting Format

The meeting will be attended by the Shift Supervisor, FTOs involved in the training, Probationary Officer and Patrol Commander. These meetings should be open to other interested parties in the organization. Attendees may include Captains, Chief and other division heads. In short, attending a meeting affords an idea or an opportunity for others to see how well the team works. As stated above, the Patrol Commander will chair the meetings. A business tone must be set and the participants must agree to an open and objective exchange of information.

1. A time for FTOs to report on the strengths and weaknesses of their respective Probationary Officer. Additionally, FTOs are required to provide examples of Probationary Officer's performance that led them to these conclusions. FTOs are also required to describe what they have done to remediate unsatisfactory performances.
2. Each Probationary Officer's training manual is examined at the End of Phase Meetings to insure the training is current. If not, make inquiries as to why not and take appropriate action to correct the manual. The Patrol Commander shall sign and date the manual in the space provided.
3. Feedback is provided to each of the attendees. The opportunity for positive reinforcement is present and management uses the session as a time to evaluate each Shift Supervisor's and FTO's relationship with their Probationary Officer.
4. The meeting should close with a review of each Probationary Officer's progress and recommendations about their status in the FTO Program.

If FTOs are to be rotated, the meeting will provide information about the Probationary Officer to the next FTO. This will provide the next FTO with insight on the Probationary Officer's strengths and weaknesses and time to develop a training strategy for the coming weeks.

Things to avoid at a meeting:

1. Turning it into a complaint session.
2. Discussing Probationary Officer's personality traits.
3. Spread rumors. It may be important however, to explain or control rumors.

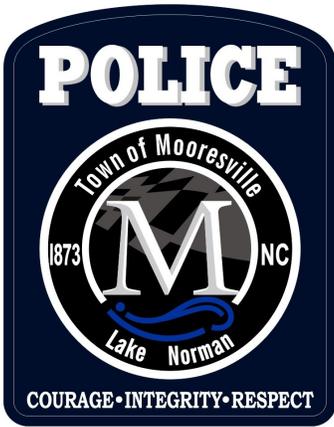
Allowing an FTO to discuss his actions rather than the Probationary Officer's unless pertinent to the Probationary Officer's behavior or centering on what an FTO has done to remediate a problem.

If these procedural guidelines are followed, the End of Phase Meetings will continue to be an extremely useful tool. Implementing these guidelines will aid in maintaining fairness and objectivity.

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## Reports

The Patrol Commander will ensure that the End of Phase Meeting form is completed. This form will provide the following:

1. Summary of the strengths and weaknesses of the Probationary Officer, completed by the FTO of the specific Phase.
2. Recommendations of remediation training, completed by the Patrol Commander.
3. List of who was present in meeting and comments, recommendations made by parties present, completed by Patrol Commander.

This form will be filed in the Probationary Officer's training file.

## Maintaining FTO Program Integrity

The Patrol Commander in the FTO Program is a key figure. A substantial amount of the enthusiasm and dedication the Shift Supervisors, FTOs and Probationary Officers have for the FTO Program will depend on their relationship with the Patrol Commander. He must be fair and professional at all times. The Shift Supervisors and FTOs must be able to depend on the Patrol Commander for guidance and support. The Shift Supervisors and FTOs must receive constant reassurance and support. This is one of the most important roles of the Patrol Commander. Some of the ways in which the Patrol Commander helps maintain FTO Program integrity are:

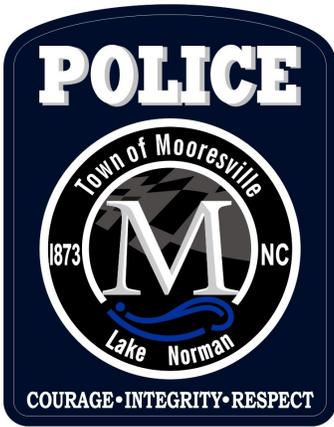
1. Making regular contacts with Shift Supervisors and FTOs.
2. Review evaluations of FTOs and Probationary Officers.
3. Following up on Shift Supervisor and FTO requests.

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## THE EVALUATION PROCESS



Each Probationary Officer’s progress, as he proceeds through the FTO Program is recorded on written evaluations. The evaluation process is as important as the training process. One without the other is unworkable and a positive learning process is an impossibility.

Evaluations have many purposes. The obvious is to document a Probationary Officer’s progress, but there are other purposes as well. Evaluations are excellent tools for informing the Probationary Officer of his performance level at a particular time during the FTO Program. They are also excellent devices for identifying training needs and documenting training efforts. Furthermore, they chronicle the skills and efforts of the FTO as well. In a word, evaluation is feedback.

Collectively, over the duration of the FTO Program, evaluations tell a chronological story, category by category. They tell of a Probationary Officer’s successes and failures, improvements and digressions and of the attempts to manage each of these occurrences by the FTO. These documents are critical in the career of each Probationary Officer and should be treated as such. Honest and objective evaluations of Probationary Officers shall be a prime consideration of members of the FTO Program.

Each Probationary Officer will be evaluated in a number of categories. These categories cover as much of each aspect of the Patrol environment and responsibilities as can be expected. The Standardized Evaluation Guidelines have been established to ensure each FTO’s rating of Probationary Officer will be equal and standard throughout the FTO Program. The Standardized Evaluation Guidelines are actually behavioral anchors. They provide a definition, in behavioral terms, of unacceptable, acceptable and supervisor levels of performance that must be applied to all Probationary Officers regardless of their experience level, time in the FTO Program or other incidental factors.

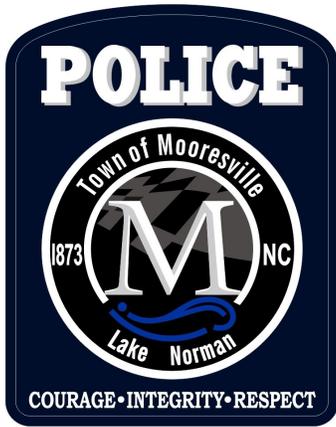
### Evaluation Points and Personal Influences

1. The FTO must guard against having his fair and impartial judgment affected by entering into a partner-type relationship with the Probationary Officer. A working Supervisor/Trainee relationship is desired.
2. The FTO may find that in a crisis situation where the Probationary Officer does well (saves the FTO from harm), the FTO may be influenced by the “halo-effect” (the FTO becomes “biased” to other aspects of the Probationary Officer’s performance) and then improperly rates the Probationary Officer.
3. Physical size may be an influencing factor on how the FTO perceives the Probationary Officer. It is clearly a factor in the way that some citizens will respond to the Probationary Officer.
4. The FTO’s perception of the stereotype may very easily affect the FTO’s ability to judge certain activities. The FTO may consciously or subconsciously believe the Probationary Officer, because of race or gender, will do poorly in certain performance areas. This can become a causative factor in the Probationary Officer’s failure.
5. When the FTO begins training the Probationary Officer, the FTO may expect and demand top performance. The FTO may well have higher goals and expectations than the newly assigned Probationary Officer could reasonably be expected to perform.

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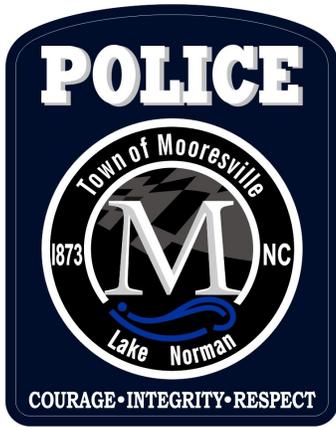


6. The FTO must avoid teaching in the “learning under threat” mode. The level of retention diminishes as the level of duress increases.
7. The FTO should not use daily notes that are kept on the Probationary Officer’s performance as a “hammer”. These notes are part of the feedback necessary for learning to occur. The FTO should explain to the Probationary Officer at the outset of the FTO Program that he will keep notes on the Probationary Officer’s activities and the purpose is to ensure the recording of any weak or strong performance areas. The FTO should inform the Probationary Officer that written notes are available for review at any reasonable time and that they are not “secret” notes. The FTO should show the Probationary Officer the evaluation forms on a daily basis and these should be thoroughly explained and discussed.
8. Each FTO must assess the Probationary Officer’s weak and strong points by direct observations. This is the rationale for the FTO Program having two FTOs per Probationary Officer. By the end of the FTO Program, there should be two independent assessments which reflect the same range of scores and performance characteristics.
9. It is critical to the training process the FTOs not criticize previous training given by other FTOs or in BLET. Rather than defeating the previous training and confusing the Probationary Officer, the FTO should view each prior task as a building block onto which new tasks can be added. Example: “What you have learned so far are good basic techniques. Now let me expand on them even further and show you some variations.”
10. On occasion, the Probationary Officer will suddenly get low scores at the end of a Phase. This can be due to the fact that the Probationary Officer begins to assume cocky mannerisms (a serious error in judgment on the part of the Probationary Officer). Deal with this quickly but do not allow this behavior to unfairly influence your ratings.
11. The FTO should conduct the evaluation in a formal environment, such as the patrol vehicle or office rather than in public. He should privately and constructively discuss the evaluations with the Probationary Officer rather than using them to tear the Probationary Officer down. During the FTO Program, the FTO should avoid building a close, personal relationship with the Probationary Officer. Remaining more formal is helpful, particularly if the Probationary Officer is making serious or repeated mistakes.
12. The FTO should be continually alert to RATIONALIZATION on the part of the Probationary Officer. Rationalization should be immediately addressed and firmly corrected.
13. In the process of completing the FTO-1 Form (DOR), the FTO may be able to score five or six categories on a given day. This is acceptable unless it happens often (two or three days each week), particularly when the same categories are being scored.
14. Ratings are given on a basis of what was accomplished, not the amount of effort expended. When the FTO states, “Probationary Officer Jones is really trying hard, but...” it is usually followed by a statement of what Jones did not accomplish.

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15. Ratings are not based upon the amount of time in the FTO Program, they are based upon what was accomplished and where the performance fits into the Standardized Evaluation Guidelines.
16. If the Probationary Officer is assigned a task that is overly complex, in light of his training and experience, then the FTO has these options:
  - a. Complete it himself demonstrating to the Probationary Officer the proper method.
  - b. Assign the Probationary Officer a portion of the task, provide training on how to perform the other parts of the task, and then rate performance based on the Probationary Officer's portion of the task.
  - c. Have the Probationary Officer complete the entire task with ratings based upon his total performance. Provide training on the correct procedure as necessary.

### Summary

The evaluation responsibility of the FTO is just as complex as the training responsibilities. The FTO is reminded of the importance of documentation through the use of objective evaluations. Evaluations must be fair regardless of the FTO's personal feelings.

A Probationary Officer's evaluation is accomplished with the FTO-1 Form (DOR) in combination with Standardized Evaluation Guidelines and through the use of remedial training, discussion and verbal feedback. It should be kept in mind that the principle component of effective evaluation is objectivity and objectivity is insured when the FTO Program's evaluation tools (Standardized Evaluation Guidelines) are properly utilized.

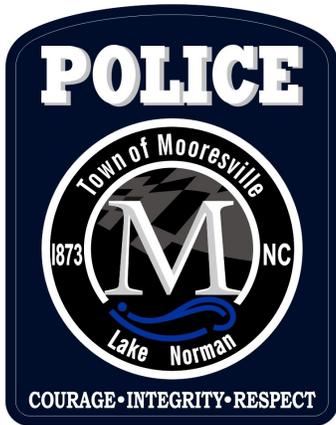
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## REMEDIAL TRAINING

### Introduction to Remedial Training



Every FTO knows his obligations to train and evaluate, but may overlook the following up aspect of that role (i.e. to correct observed deficiencies in the areas of knowledge, skills and attitudes). It is not sufficient to point out what is wrong and to report on it. What is required is that the FTO do something to help the Probationary Officer improve. We call this remediation. **Remediation defined is a correct or review of previously taught information or procedure. “Previously taught” for our purposes does not include any training the employee received in an academy or basic training setting.** Another way of expressing this is we give the Probationary Officer “one free pass” while in the FTO Program. The FTO’s initial explanation/demonstration of a subject/item/skill shall serve as the first training experience for the Probationary Officer.

#### What Behavior Requires Remediation?

Simply put, anything recognized as a performance deficiency is remediated! But, unfortunately, some performance deficiencies have, as their root cause, something the FTO cannot correct. Some examples are immaturity, absence of a positive self image, lack of common sense, worldliness and fear. These are attitudinally based and are occasionally so deeply ingrained in the Probationary Officer’s behavioral package that the desired change cannot take place. It is wrong, however, to automatically assume that failure through inexperience and an absence of sufficient practice have led to this problem. The FTO’s role is to help the Probationary Officer overcome the difficulties and to give him opportunities to learn and perform.

#### Who Remediates?

Initially, it is the FTO’s responsibility to provide the correction or review that is remediation. It is typical and common that most problems can be resolved by the FTO but occasionally this is not the case. The FTO must be prepared to sometimes invoke creative and even “heroic” efforts to bring about the desired change. The use of “group think” and outside resources are among the most effective methods that are frequently overlooked.

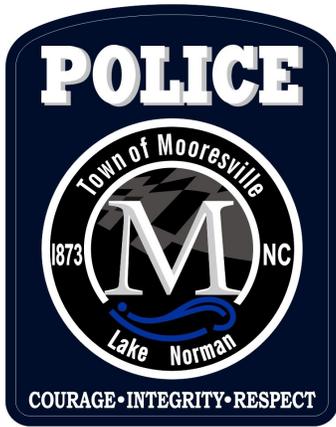
#### When Does One Begin Remediation?

When the problem is observed or as soon after as practical! Remediation may be in the form of a simple comment, i.e. “this word is misspelled...” or “remember to keep your gun clear”. These types of remedial efforts or remedial comments often take place simultaneously with the observed mistake. Other remediations take place at a time and often at a place away from the actual event. Again, the most important thing to remember is: (1) an error must be corrected, and (2) the correction should come as soon as we can do it without interfering with our service responsibility.

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## What Are The Steps To Remediation?

- Identify the problem – being as specific as possible, identify and describe the deficiency. Do not overlook calling upon the Probationary Officer to help in this endeavor.
- Recall past problems – reflect on and determine what has been tried and found to be effective with similar performance problems.
- Develop a plan – which reflects what the Probationary Officer is expected to accomplish, under certain conditions, within a particular time frame, and properly utilizing available resources.
- Implement the plan – evaluating its success. If the goal was not achieved return to step one.

## Remedial Training Strategies

For any identified deficiency, the number of remedial training strategies are countless limited only by imagination and feasibility. Strategies should not be dangerous, demeaning, harassing or expose the department to liability. Factors presented in the introduction to this chapter must be carefully weighed before undertaking a remedial training plan.

These suggestions, some non-traditional, may be applicable for: (1) assisting Probationary Officers in gaining proficiency with tasks in the Officer Training Manual, or (2) designing remedial training plans. Remember, the first step is always to accurately diagnose the problem?

## Role Plays and Simulations

These are superb tools for a variety of performance tasks. Care should be taken regarding the following:

- All participants must be aware the situation is a role play.
- Loaded weapons should not be involved.
- Choice of location so as to not unknowingly involve concerned citizens.
- Selecting the role players who understand the win-win philosophy (if the Probationary Officer does it right, they win).

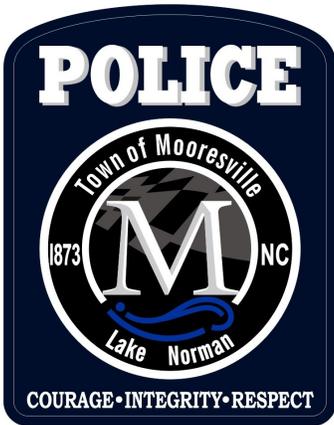
## Role Reversals

Similar to role plays, here the FTO reverses roles with the Probationary Officer. The Probationary Officer watches the FTO perform a task in the same incorrect manner as he performed earlier. He then critiques the FTO and offers suggestions for improvement.

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## Commentary Driving

This technique involves the senses of touch, sight and hearing in the learning process. The Probationary Officer is advised to maintain a running commentary on what is observed while operating the vehicle (in the case of driving skills or while acting as either the driver or passenger in the case of patrol observation).

When driving skills are being taught, the Probationary Officer’s recitation should focus on highway/traffic conditions, traffic control devices and defensive driving techniques.

When Patrol observation is being taught, the Probationary Officer should direct his attention to street conditions and vehicular traffic. The intent of this training is to move from “looking” as a civilian to “seeing” as an Officer.

When orientation skills are being taught, the Probationary Officer provides commentary on the (1) direction of travel; (2) location by intersection; and (3) identification of landmarks.

## Commentary Thinking

This training is especially useful for those Probationary Officers who routinely know what to do but once subjected to stressful situations becomes confused or disjointed.

Commentary thinking is simply thinking out loud. The Probationary Officer is instructed to speak his thoughts. He is not allowed to think silently. If he is enroute to a particularly stressful call, he must tell the FTO what the call is, how he will get there and once there, what his actions will be. He must order his thoughts and present them to the FTO in a clear and logical manner.

An important benefit from this exercise is not only the “putting in order” of his thoughts and actions, but to slow his thought process and to prevent “overload”. We have all been in situations where our minds raced so fast that our actions were not able to keep up. This is what happens to some Probationary officers when confronted with a situation with which they are uncomfortable. By having them “talk out” their thoughts, their thinking will revert to a slower, more understandable pace. This process will have a calming effect and reduce stress.

## Flash Cards

The making of flash cards by the Probationary Officer enhances the learning process because more than one “learning sense” comes into play.

Flash cards are particularly effective with such subjects as 10-codes, orientation skills, elements of motor vehicle or criminal statutes, report form selection and spelling.

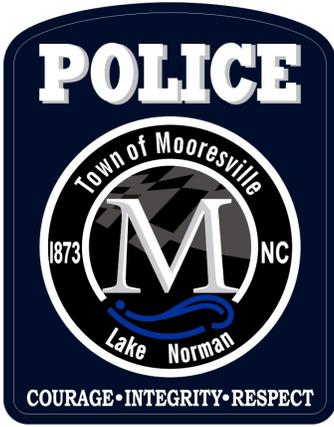
## Spelling Quizzes

The FTO keeps a list of words which are frequently misspelled. The Probationary Officer is provided with this list and advised a few days in advance of the quiz. If he finds it helpful, he may wish to practice writing a word a number of times.

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## Non-Traditional Strategies by Subject

### Directing Traffic

1. FTO draws diagrams for Probationary Officer to indicate placement of self, flow of traffic, ideal locations for fire and medical response, etc.

### Traffic Stops

1. Role Play.
2. Video – if possible, film the Probationary Officer in action performing role play or actual stop. Let him view the video.
3. FTO draws diagrams for Probationary Officer to indicate placement of self, vehicle positions, ideal locations for stops, etc.
4. Use miniature cars for placement.
5. Develop a checklist; first written, then mental.
6. Verbal and written quizzing on traffic laws and elements.
7. Have the Probationary Officer practice completing citations and written warnings on photocopied blank forms.

### Courtroom Demeanor

1. Interview Officers, Instructors, Attorneys and Judges as to what they think makes a good witness.
2. Take the Probationary Officer through various courtrooms.
3. Have the Probationary Officer observe trial.
4. Conduct a mock trial.
5. Have the Probationary Officer perform a courtroom role play using one of his citations.

### Orientation Skills

1. Give the Probationary Officer a map with road numbers and names omitted and have him insert correct numbers and names.
2. Administer verbal and written quizzes on the highways, landmarks and distances.
3. Throughout shift, ask the Probationary Officer, “Where are we now?”
4. Give the Probationary Officer a location and have him tell you the best route to take to same.

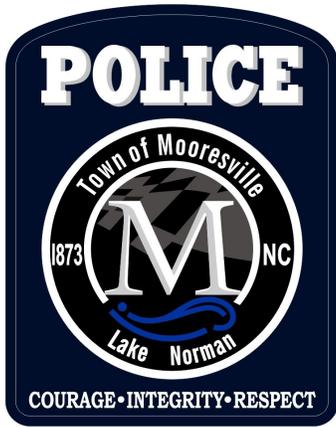
### Radio Procedure and 10-Codes

1. Role Play
  - a. What is going on with other Officers in their zones.
  - b. Sample sentences/codes to use in given situations.
  - c. Describe scenario, ask Probationary Officer what to say on radio.
2. Assign the Probationary Officer to the Telecommunications Center to observe operations.
3. Have the Probationary Officer listen to a scanner.

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### *Control of Conflict – Physical Skill*

1. Demonstrate ways to maintain positions of advantage.
2. Review choices of weapons to be used in given situations.
3. Review policy and procedure reference to use of force.
4. Practice defensive tactics with Probationary Officer.
5. Insure the Probationary Officer is treating individuals in such a way as to avoid physical confrontations.

### *Control of Conflict – Voice Command*

1. Determine if the problem is related to low self-confidence. If this is the problem, build the confidence level.
2. Discuss those situations when raising the voice is appropriate in order to maintain control.
3. Practice voice control by requiring the Probationary Officer to repeat commands at the appropriate voice level.
4. Demonstrate the proper voice levels to the Probationary Officer.
5. Use video to tape the Probationary Officer in actual situations and review.

### *Decision Making/Judgment*

1. Discuss each situation after completion to identify alternative courses of action.
2. Discuss the options available before arriving at the location.
3. Refuse to make decisions for the Probationary Officer unless it is a matter of officer safety.
4. Discuss the fact there are several options to resolve similar situations and provide examples.
5. Provide scenarios to the Probationary Officer and require him to discuss the options available to resolve the situation.
6. Provide positive reinforcement to the Probationary Officer so he will not be afraid to make a decision.

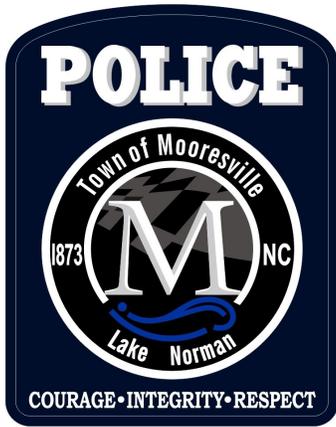
### *Driving Skill*

1. Review policy and procedure reference to vehicle operation.
2. Demonstrate the proper driving techniques under stressful conditions.
3. Preplan routes and discuss defensive driving tactics before responding to a call.
4. Talk to the Probationary Officer while he is driving to a scene in a calm manner.
5. Use commentary driving discussed earlier.
6. Do not push the Probationary Officer past his limitations.
7. Utilize a “dry pursuit” technique where the Probationary Officer follows another vehicle in a simulated pursuit, verbalizing his concerns and identifying dangerous situations. This should be done at normal speeds.

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## *Relationship with Persons of Different Cultural Backgrounds*

1. While on patrol, expose the Probationary Officer to individuals with different cultural characteristics.
2. Discuss with the Probationary officer the differences between cultures.
3. Discuss with the Probationary Officer the language which is offensive to various cultures.
4. Discuss the advantages of maintaining a good relationship with all persons regardless of cultural differences.

## *General Appearance*

1. Review policy and procedures
2. Discuss the advantages of maintaining a good appearance
  - Respect
  - Professional image
  - Psychological advantage
3. Set the proper example.

## **Some Final Thoughts...**

Most remedial efforts take place in an “on-going” manner as the Probationary Officer and the FTO interact. Most are relatively simple in approach. The problems that do not seem to go away are the ones which call for the formal approach noted above and may actually require termination from the FTO Program. When developing the remedial plan, make sure to document the plan and the results.

Above all, take credit for your remediation efforts. Documentation of remediation may turn out to be the critical factor in the event of a recommendation for termination.

## **Summary**

The FTO shall be constantly aware the “hands-on” training is far more effective than any other kind. In order to learn, one must be involved in the learning process. Merely “telling” a Probationary Officer will not ensure that learning has taken place. Ask questions which call for more than a “yes” or “no” answer and present problems to the Probationary Officer. It is only in these ways that we can determine deficiencies, retention and task accomplishment. The proceeding suggestions are not all the possible strategies that an FTO may use. The FTO is encouraged to use his imagination in that any training tactic is a valuable one if it (1) is not demanding, dangerous or seen as harassment; (2) is designed to bring about behavioral change; and (3) does not expose the Department to liability.

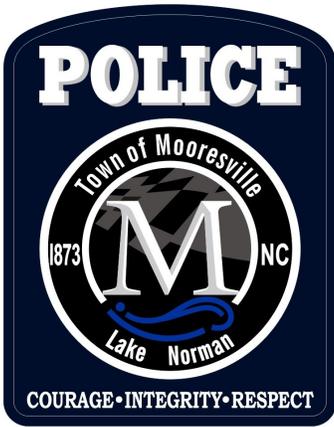
Remember, it is important to document the method of remedial training, the length of time spent and the results.

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## NOT RESPONDING TO TRAINING (“NRT”)



Indicating “NRT” shall be considered a serious step and termination is imminent. Prior to an FTO indicating NRT, he must ensure the following:

1. The problem has been properly documented, in specific detail.
2. Remedial training has been given and the Probationary Officer has not responded to the remediation.
3. A rating of unacceptable has been entered in this category on a previous FTO-1 Form (DOR).
4. All persons in the FTO chain of command, including the Probationary Officer, have been made aware of the impending NRT.
5. The Shift Supervisor shall be notified before NRT is made. The Patrol Commander will be notified immediately after the decision has been made.

Noting NRT should not come as a surprise to anyone in the FTO Program. Whenever a Probationary Officer begins to develop a problem and fails to improve, the FTO shall notify his Shift Supervisor, who shall relay the information via the chain of command to the Chief of Police.

Upon determining the Probationary Officer is not responding to training in a category on the FTO-1 Form (DOR), the FTO shall give a rating and place an “x” in the NRT column in the appropriate category for this rating period. This rating will reflect only the Probationary Officer’s performances for this rating period and will reflect a rating of unacceptable.

The remainder of the FTO-1 Form (DOR) will be completed as on any other workday. No remedial training will be shown for this category unless it took place earlier in the shift. After listing the problem, the FTO shall insert the following statement: “Probationary Officer Doe was advised that NRT would be given for his performance and was transported to the Police Department. I notified the Shift Supervisor at \_\_\_\_\_ (time).”

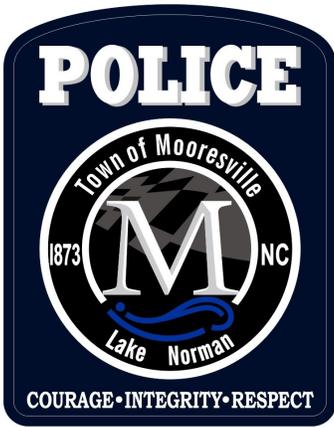
Once the FTO determines that NRT is to be recommended, he shall immediately notify the Patrol Commander. If the NRT is given, at such time the Probationary will be sent home until contacted by the Patrol Commander, Captain or Chief of Police.

The Patrol Commander will schedule a meeting to be held before the Probationary Officer is allowed to continue in the FTO Program. Prior to the meeting being held, the FTO and Shift Supervisor shall document their reason(s) for giving the Probationary Officer a rating of NRT.

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## “NRT” Meeting

The NRT Meeting will be attended by the Chief of Police, Captain, Patrol Commander, Lieutenant, all FTOs and Probationary Officer.

If remedial training is recommended, the Patrol Commander will prepare a memorandum detailing the remedial training and place it in the Probationary Officer’s training file. The Probationary Officer must sign and date the memorandum and will be given a copy.

The results of the training shall be documented on the FTO-1 Form (DOR) or if specialized, a memorandum prepared by the person(s) responsible for the training.

In the event it is determined all remedial training efforts have been exhausted to correct the problem, termination will be recommended.

## TERMINATION PROCEDURES

### Termination... The Last Resort

No matter how hard one tries or how much we hope for his success, not everyone graduates from the FTO Program. The FTO Program is designed to train the Probationary Officer so he can adequately function on his own. This level of competency is, unfortunately, not always reached.

Some realize the expectations they had when they entered the job were unrealistic or unattainable. Others can perform many but not all of the multiple tasks required. Still others are unable to deal with the stress of the work. Regardless of the cause(s), the truth of the matter is that some people just do not make it!

Termination is stressful, not only for the Probationary Officer, but for the FTO and the organization as well. Despite this, in some cases, termination is not only necessary but obligatory. If a Probationary Officer fails to progress to an acceptable level, termination is the only logical step.

FTOs sometimes go to extremes to save the Probationary Officer. While commendable, these efforts are seldom fruitful. We should never give up on a Probationary Officer who has a chance of success, but we must respond realistically toward those who do not.

Organizationally, the retention of a Probationary Officer incapable of performing the job places us and the Probationary Officer in a weak position. Not only would liability be haunting us but such a decision may cost us dearly in terms of image, morale and effectiveness. By coming to grips with a Probationary Officer’s failures, the stress felt by all will be reduced and his transition to another career made easier.

For our purposes, termination is defined as a “cessation of employment”. Studies from other FTO Programs have shown that most Probationary officers resign and are not “fired”. The problems they experienced and the efforts made to help them succeed are clear to the Probationary Officer as a result of daily feedback. It is for these reasons, more than any other, that the Probationary Officer is often the initiator of the termination process.

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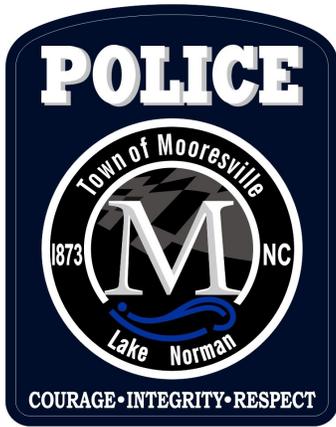
## OFFICER TRAINING MANUAL

There are numerous identifiable tasks a Probationary Officer must be able to accomplish to competently perform as a Mooreville Police Officer. It is the FTO's job to help develop within the Probationary Officer skills to master these tasks. To assist the FTO in fulfilling this responsibility, an Officer Training Manual has been developed.

The Officer Training Manual will be in the Probationary Officer's possession during the FTO Program. A copy of the Officer Training Manual is also provided in the FTO Manual. The Officer Training Manual serves as the FTO's guide to areas of instruction he should cover and will serve as a reference to the Probationary Officer regarding what must be learned.

The Training Manual is divided not only by tasks, but by each phase. A certain number of tasks are identified for the Probationary Officer's accomplishment within each phase. The framework is developed so that increasingly more difficult tasks which are based on the foundation of learning from previous weeks. Out of necessity, some of the skills necessary for Officer Safety are included in the early weeks of Phase I.

Note: The Training Manual consists of the Evaluation Guidelines, job task and FTO/ Probationary Officer Conduct during FTO Program. The primary FTO will ensure the Probationary Officer has the Training Manual by the end of their first day of work.



## TASK WORKSHEETS

Each of the tasks has its own individual worksheet. Each worksheet gives the FTO and Probationary Officer the information on where the research material is located for the task and how the task is to be completed. The FTO, Probationary Officer and Shift Supervisor shall sign each task worksheet acknowledging that the task was performed by the Probationary Officer at an acceptable level according to the Standardized Evaluation Guidelines.

If a mock exercise is used to complete the task, all paperwork and instructions shall be attached to the task. The scenario used must follow the guidelines provided in the FTO Program.

Tasks will not always be completed in the exact order they are listed in the Officer Training Manual since there is no way of predicting the order in which a Probationary Officer and his FTO will be exposed to tasks while on Patrol. The structure of the Officer Training Manual, therefore, enables an FTO to acknowledge completion of tasks listed in monthly blocks other than the month of training the Probationary Officer is presently in. The next FTO can then organize the task areas to be covered in the next phase of training.

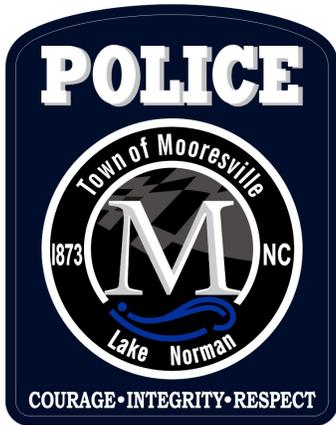
NOTE: The FTO uses his own time management in completing the task and training in the Phase. The FTO should be allowed to volunteer for calls in other zones to complete the job tasks in the FTO's phase of training.

The Shift Supervisor and other co-workers should not volunteer duties for the Probationary Officer. This is important so the FTO involved in the training can stay within the structure of the Phase in the FTO Program.

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# Mooreville Police Department



The first two weeks in Phase III can be used to review any tasks already completed by the Probationary Officer. The first two weeks can also be used to complete any tasks that may not have been completed during the training period. The last two weeks in Phase III, the Probationary Officer will begin to answer calls and work on his own. The FTO will use this time to observe and evaluate the Probationary Officer. During this observation period, the FTO will determine if the Probationary Officer is ready to begin solo patrol.

A detailed list of each task is listed in order in the front of the Officer Training Manual. Each task is listed in detail to provide the FTO with correct procedures/techniques to teach the Probationary Officer thereby ensuring uniformity. Also to allow the Probationary Officer to know what is required to complete each task.

Probationary Officers are expected to become familiar with the Officer Training Manual and be prepared to handle areas of instruction assigned each month. Preparation prior to beginning that month of training should include reviewing specific sections of the Policy and Procedures Manual and Procedures and Forms and Reports Manuals, NCGS Chapter 20 (motor vehicle laws), NCGS Chapters 14, 15, 15A, 18 and 90, and other relevant materials covered during BLET.

### FTO/Probationary Officer Conduct During FTO Program

By the end of the first week, the Probationary Officer should understand and be able to explain the personal conduct expected and demonstrate the traits throughout the rest of the FTO Program.

Following is a list of measurable performances that the Probationary Officer will be advised of and expected to comply with to meet the requirements of the FTO Program:

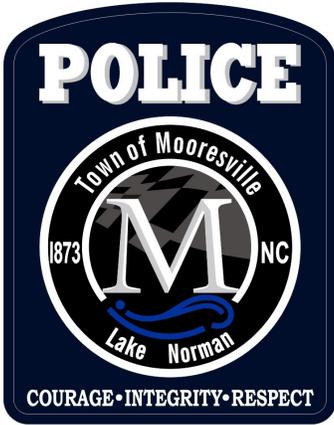
1. Conduct around the opposite sex shall be above reproach at all times.
2. Driving habits shall be exemplary at all times while operating a patrol vehicle. The Probationary Officer shall drive defensively, courteously and lawfully at all times. By demonstrating good driving habits, the Probationary Officer will provide a good image for the Mooreville Police Department.
3. The uniform shall be worn properly and complete at all times.
4. The Probationary Officer shall be constantly alert, prepared for anything and be safety conscious at all times. Officers are frequently injured or killed because they didn't practice good officer survival techniques.
5. **FTO is responsible for the Probationary Officer at all times in the work fields. FTO will stay with the Probationary Officer at all times when answering calls for service. (Probationary Officer and FTO work as one officer in the work field.)**
6. The Probationary Officer shall not use tobacco products while in contact with the public as this is looked upon as being unprofessional. Profane, boisterous or ethnic comments will not be tolerated. Personal conduct is very important in demonstrating to the public we are professionals.
7. The Probationary Officer shall work towards establishing rapport with fellow officers and supervisors. He will not talk about other officers and he will not spread uncomplimentary rumors about supervisors. Remember to respect supervisor's authority at all times. This includes your FTO.

The FTO shall comply with all Mooreville Police Department policies during the training period.

### Inside this Manual:

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# Mooreville Police Department



## FTO/Probationary Officer Relationship

The relationship between the FTO and the Probationary Officer shall be a teacher/student or supervisor/trainee relationship. As a part of the relationship, the following is expected:

1. Probationary Officers will be treated with respect at all times. They will not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner. FTOs should not show their anger or frustration while working with the Probationary Officer. *Remember: praise in public, correct in private.*
2. FTOs will not date or attempt to date Probationary Officers will in the FTO Program.
3. FTOs will not make discriminatory or sexist remarks about anyone or the Probationary Officer.
4. FTOs will not make sexual remarks and advances toward any Probationary Officer.
5. FTOs and Probationary Officers will not live together during the FTO Program, nor enter into any financial arrangements.
6. FTOs should not develop a personal relationship with the Probationary Officer that would influence his objectivity.

## Probationary Officer Guidelines

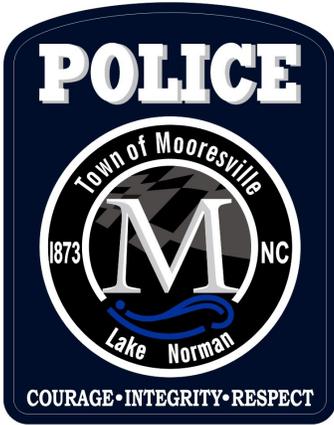
1. Probationary Officers are to be respectful to their FTOs at all times.
2. While off duty, Probationary Officers will not respond to calls of any law enforcement agency.
3. Probationary Officers are prohibited to ride with other officers until released to solo patrol.

### Inside this Manual:

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# Mooreville Police Department

## SOLO PATROL LETTER



I, FTO \_\_\_\_\_ recommend that Probationary Officer

\_\_\_\_\_ be released to solo patrol. Probationary Officer has satisfactorily

completed the FTO Program of the Mooreville Police Department.

\_\_\_\_\_  
FTO Involved in Training

\_\_\_\_\_  
Field Training Coordinator

I, Major R. B. Anderson, hereby authorize the release of Probationary Officer

\_\_\_\_\_ to solo patrol in order to protect and serve the citizens of

Mooreville.

\_\_\_\_\_  
Major R. B. Anderson

Approved: \_\_\_\_\_  
Carl W. Robbins, Chief of Police

### Inside this Manual:

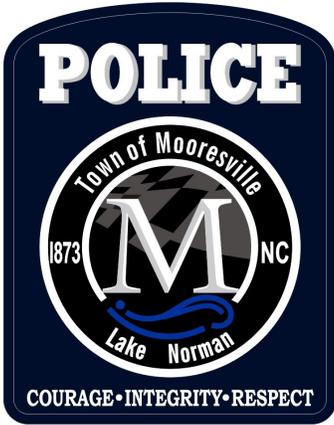
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# Mooreville Police Department

Task #1  
Office Orientation

In accordance with the Mooreville Police Department's General Orders:

1. The Trainee will verbally advise the FTO of the Mooreville Police Department's Chain of Command: The FTO will review the job descriptions of each position contained in the Mooreville Police Department Policy and Procedure Manual with the Trainee.
2. As discussed in personal conduct, the Trainee will conduct himself in a manner above reproach at all times. The seriousness of sexual harassment shall be emphasized by the FTO.
3. The FTO will show the Trainee the location of the following and the Trainee will demonstrate his ability to locate forms, reports and supplies.
4. The FTO will ensure the Trainee possesses an updated Mooreville Police Department General Orders.
5. The FTO shall explain the Standardized Evaluation Guidelines to the Trainee.



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Trainee

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Field Training Coordinator

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Date

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Date

# Mooreville Police Department

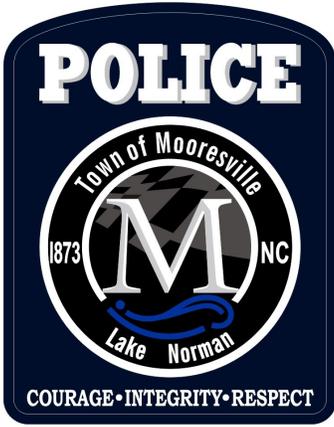
## Task #2 Use of Radio

In accordance with the Mooreville Police Department's General Orders:

1. The FTO will demonstrate the correct radio procedures by using ten-code/plain talk.
2. The Trainee will demonstrate his ability to obtain a driver's license, registration plate and wanted check.
3. The Trainee will recite the phonetic alphabet to the FTO.
4. Use of 800 MHZ radio functions.

### Radio Communications - Use of Car Radio

1. Proper position to hold microphone/distance from mouth;
2. Use of normal voice/speak clearly;
3. Check radio if there is a long period of silence;
4. Use of MPD phonetic alphabet and disposition codes;
5. Conscious of other transmissions/avoid blocking other units;
6. Listening to all radio traffic/be aware of status of other units;
7. No unnecessary transmission permitted/use of telephone when possible;
8. Keep telecommunicator advised at all times giving disposition in correct manner;
9. Avoid unnecessary transmissions with other units. Arrange to meet with unit to exchange information;
10. Requesting DCI/NCIC information;
11. How to request for ambulance;
12. How and when to request ambulance.



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Trainee

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Field Training Coordinator

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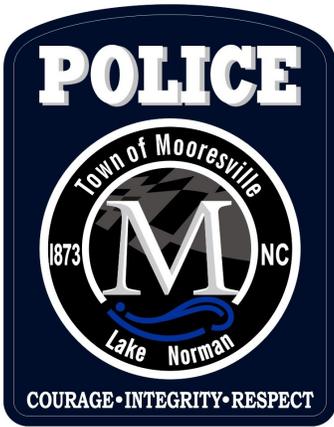
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# Mooreville Police Department

## Task #3 Personal Appearance

In accordance with the Mooreville Police Department's General Orders:  
The FTO will ensure the Trainee is aware of the Mooreville Police Department's General Orders dealing with the proper wearing of the patrol uniform. The FTO will inspect the Trainee's uniform and equipment to ensure they are in order. The Trainee's hair should be groomed according with the Mooreville Police Department's SOP.

Note: The FTO should inspect throughout the field training to ensure the Trainee's uniform and equipment are worn properly.



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Trainee

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Date

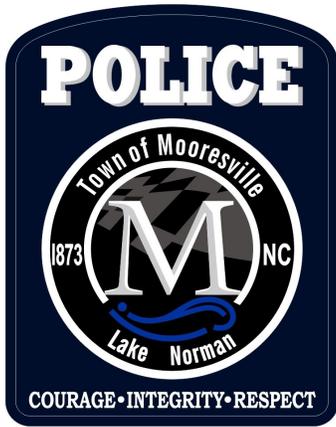
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Field Training Coordinator

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Date

# Mooreville Police Department

## Task #4 Vehicle/Equipment Inspection

In accordance with the Mooreville Police Department's General Orders:  
The FTO will inspect the Trainee's assigned patrol vehicle, if issued, to ensure he/she has all necessary equipment.



### Vehicle Operation/Equipment Check

- a. Inspect exterior of vehicle for damage
- b. Inspect interior of vehicle for damage
- c. Inspect contents of trunk
- d. Inspect vehicle's related equipment (i.e. flashlights, radio, etc.)
- e. Check pressure in all tires
- f. Check oil and automatic transmission fluid levels
- g. Check power steering fluid level
- h. Check fuel gauge
- i. Check interior and exterior for cleanliness
- j. Operation of siren and PA system
- k. Operation of radio/use of microphone
- l. Operation of blue lights and takedown lights
- m. Securing unattended patrol unit
- n. Defensive driving and vehicle safety

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Trainee

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Field Training Coordinator

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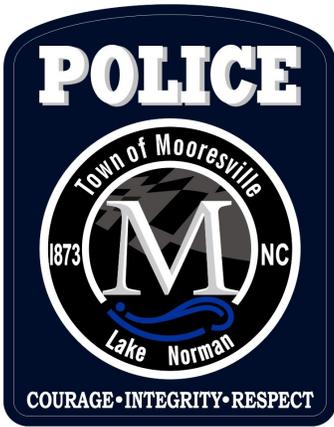
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# Mooreville Police Department

## Task #5 Jail Procedure

In accordance with the Mooreville Police Department's General Orders:  
The FTO shall explain the procedure for the jail and demonstrate same. He/ she shall have the Trainee repeat the procedure. This will include conducting a proper search of a prisoner.

1. Transporting male and female persons in custody
2. Booking room procedures for arresting officer
3. Securing weapons prior to entry into jail
4. Searching vehicle after transporting prisoners



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Trainee

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Date

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Field Training Coordinator

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Date

# Mooreville Police Department

Task #6  
Off Duty Activities

In accordance with the Mooreville Police Department's General Orders:  
The FTO will review the Mooreville Police Department's policy which governs a member's conduct off duty to ensure the Trainee reads and understands same.



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Trainee

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Field Training Coordinator

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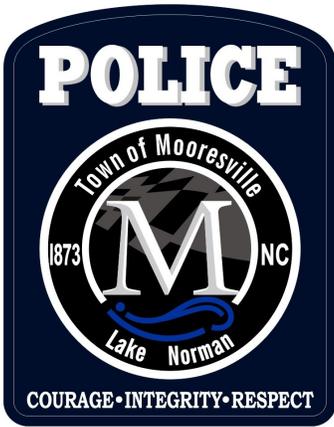
# Mooreville Police Department

## Task #7 Juvenile Procedures

In accordance with the Mooreville Police Department's General Orders:

The FTO shall take the Trainee through the procedure for obtaining charges against a juvenile, step by step, to include visiting with a juvenile court officer.

1. Notification of parents
2. Correct procedure for detaining juvenile and issuance of a juvenile petition
3. When to call for a Juvenile Court Counselor



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Trainee

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Date

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Field Training Coordinator

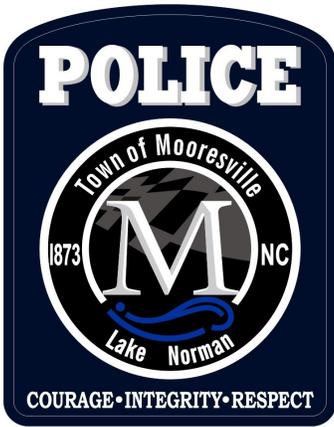
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# Mooreville Police Department

Task #8  
Canine Utilization Procedures

In accordance with the Mooreville Police Department's General Orders:  
The FTO will explain the different uses of canines and the procedures for requesting a canine.

1. Tracking/trailing
2. Drug Search
3. Assisting canine officers at the scene
4. Duties of requesting officer before canine arrives
5. Canine Unit supervision
6. How to avoid a dog attack



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Field Training Coordinator

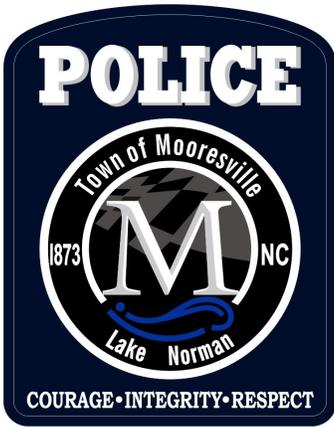
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# Mooreville Police Department

Task #9  
Legal Process

In accordance with the Mooreville Police Department's General Orders:  
The FTO shall explain the legal process service and return for service. Trainee should serve legal process papers when possible.

1. Subpoena
2. Criminal Summons
3. Juvenile Summons



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Trainee

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Field Training Coordinator

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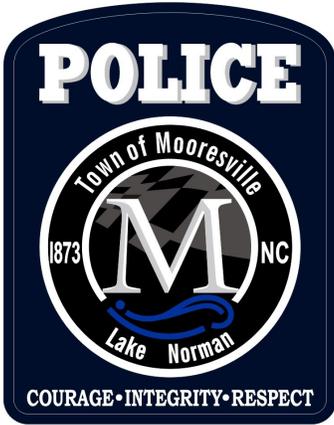
# Mooreville Police Department

Task #10

Execution of Arrest Warrant and Order for Arrest (OFA)

In accordance with the Mooreville Police Department's General Orders:

1. The FTO shall review G.S. 15A-401 with the Trainee and explain same.
2. The FTO shall explain when you can make an arrest without a warrant (G.S. 15A-401(b)).
3. Explain Return of Service.
4. Location of Warrants and Orders for Arrest.



\_\_\_\_\_ Trainee

\_\_\_\_\_ Date

\_\_\_\_\_ Field Training Coordinator

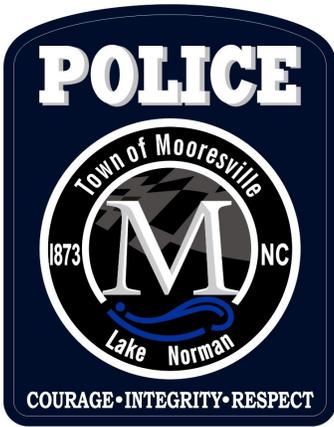
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# Mooreville Police Department

Task #11  
Evidence Room Procedures

In accordance with the Mooreville Police Department's General Orders:  
The FTO shall explain the use of Evidence forms and tags. The Trainee will be required to complete same.

1. Evidence storage locations
2. Where to get evidence tags, bags and storage material
3. Review where each copy of evidence form goes
4. How to fill out evidence forms
5. How to package evidence
6. Difference between evidence, found property and seized property



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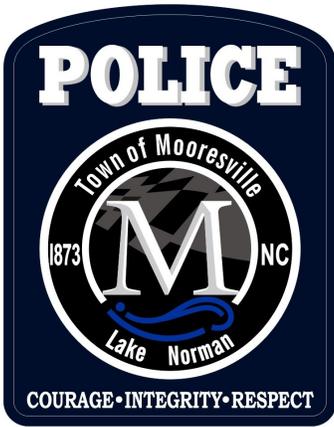
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Field Training Coordinator

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Date

# Mooreville Police Department

Task #12  
Narcotics

In accordance with the Mooreville Police Department's General Orders:  
The FTO shall explain the different types of narcotics that the Trainee may come in contact with on the street. The Trainee should understand what to look for and the procedure for making a vehicle search.



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Trainee

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Field Training Coordinator

Date

# Mooreville Police Department

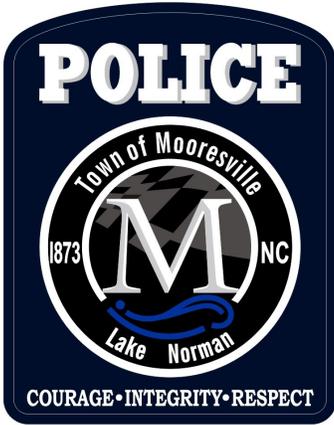
Task #13  
Officer Safety

In accordance with the Mooreville Police Department's General Orders:  
It is of utmost importance the FTO stresses the need for the Trainee to practice correct officer safety techniques at all times.

For the following task, the Trainee shall refer to MPD's General Orders on custody procedures, vehicle stops and arrest procedures.

FTO will explain and/or demonstrate the following:

1. Use of force
2. Weapon retention
3. Body position/danger zone
4. Keeping weapon hand free
5. Proper techniques for searching and handcuffing suspects
6. Correct manner to approach and return from violator vehicle
7. Maintain eye contact with violator at all times
8. Loading and unloading patrol issued weapon (The Trainee shall demonstrate their ability to safely load and unload their weapon. The Trainee shall properly demonstrate the correct procedure to unload, disassemble, clean, properly lubricate, reassemble and load issued firearms.)
9. Security of weapon(s)



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Trainee

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Field Training Coordinator

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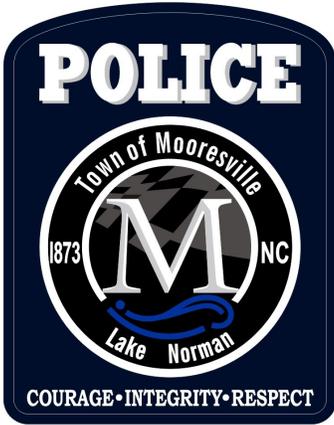
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# Mooreville Police Department

## Task #14 Vehicle Stops

In accordance with the Mooreville Police Department's General Orders:

The FTO will explain and demonstrate the correct procedure in making a vehicle stop.



1. Advise communications of the stop before activating any emergency equipment. The information should include:
  - a. License plate number
  - b. Description of vehicle including make, model and color
  - c. Number of occupants in the vehicle
  - d. Location of stop
2. Making a safe and efficient pursuit turn
3. Stopping the violator vehicle in a safe location and correct positioning of the patrol vehicle (safety zone).
4. The proper use of emergency equipment.
5. The correct procedure for exiting patrol vehicle.
6. Correct positioning when approaching vehicle and interviewing violator.
7. Explain importance of officer safety during violator contact.
8. The correct procedure in obtaining violator and vehicle information.
9. How to leave a hand print on the violator vehicle's trunk when approaching. Make sure the Trainee does this on each vehicle stop.
10. Review misdemeanor and felony vehicle stops.

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Trainee

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Field Training Coordinator

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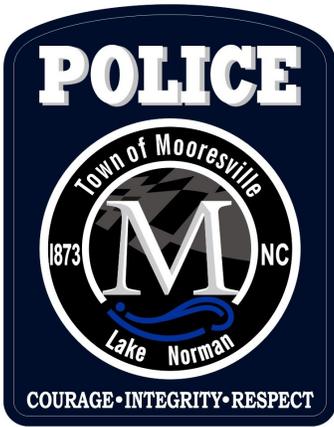
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# Mooreville Police Department

Task #15  
Driving

In accordance with the Mooreville Police Department's General Orders:  
Trainee will be required to operate the patrol vehicle in a safe manner.

1. FTO shall explain the importance of driving in a safe manner and being aware of potential accident causing situations.
2. Trainee shall obey all traffic laws while operating the vehicle and explain the importance.
3. FTO shall explain defensive driving and vehicle safety.



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Trainee

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Field Training Coordinator

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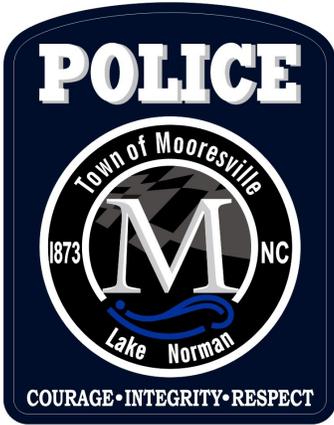
# Mooreville Police Department

Task #16

Responding to Domestic Disturbances

In accordance with the Mooreville Police Department's General Orders:

1. Arriving at the scene, FTO shall assure proper patrol vehicle positioning and approach of residence.
2. Separating parties
3. Listening to concerns; be attentive!
4. Officer safety; Stay Alert!
5. Has assault occurred?
6. Document assaults
7. Be objective! Keep the peace!
8. Referring parties to the magistrate
9. Custody disputes
10. Domestic violence (Chapter 50B requirements)
11. Domestic Violence Orders
12. FTO will explain and demonstrate the proper procedure for responding to a domestic disturbance. FTO will stress officer safety during these types of calls for service.
13. SAVAN information



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Trainee

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Date

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Field Training Coordinator

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Date

# Mooreville Police Department

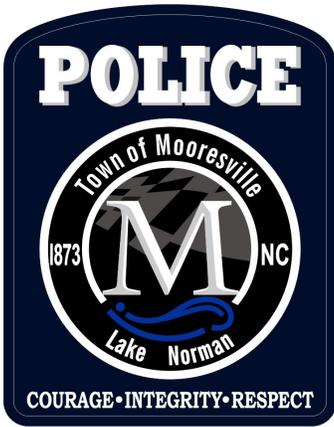
Task #18

Emergency Response Driving Techniques

In accordance with the Mooreville Police Department's General Orders:

FTO shall explain and demonstrate (if applicable) correct emergency response driving techniques consistent with Mooreville Police Department's General Orders. Emphasis should be placed on safe operation. Trainee shall demonstrate safe emergency vehicle operation (when applicable).

1. Discuss when to use blue lights and siren
2. Discuss when to use a silent run
3. Discuss and demonstrate clearing an intersection



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Trainee

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Field Training Coordinator

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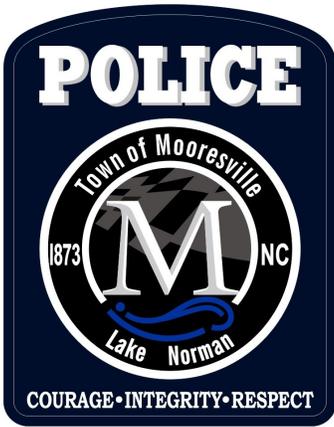
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# Mooreville Police Department

Task #18  
Alarms

In accordance with the Mooreville Police Department's General Orders:  
FTO will explain how to respond to different types of alarms:

1. How to respond to house alarms
2. How to respond to business alarms
3. How to respond to bank alarms
4. How to respond to hold up alarms



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Trainee

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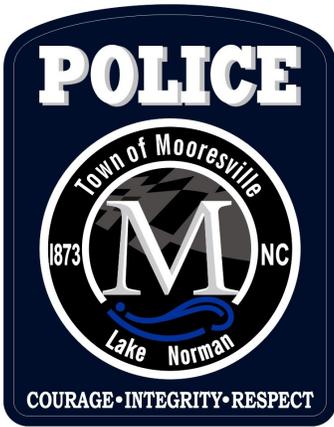
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# Mooreville Police Department

## Task #19 Arrest Procedures

In accordance with the Mooreville Police Department’s General Orders:  
FTO shall explain or demonstrate the following:

1. Officer Safety—where to stand in relation to suspect, weapon away from suspect, etc.
2. Handcuffing—make sure Trainee uses correct techniques; have him put handcuffs on someone and make sure he double locks same and ensures proper fit.
3. Search—correct searching techniques on male and female. Have Trainee search FTO.
4. Transport to jail—explain handcuffing; securing seatbelt.
5. Transporting Female or Juvenile - give communications beginning and ending mileage.



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Trainee

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Date

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Field Training Coordinator

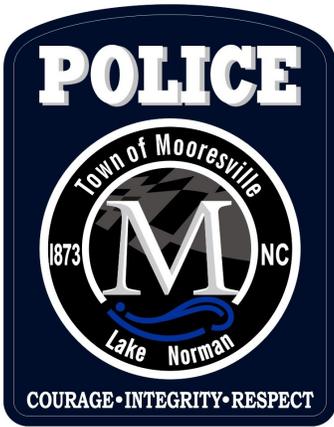
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# Mooreville Police Department

Task #20  
Suspicious Persons and Vehicles

In accordance with the Mooreville Police Department's General Orders:  
The FTO will discuss checking suspicious person and suspicious vehicles.

1. Interview stage/officer safety
2. Search and seizure
3. Responding to prowler calls
4. Checking information from DCI
5. How to handle intoxicated person and public assists



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Trainee

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Date

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Field Training Coordinator

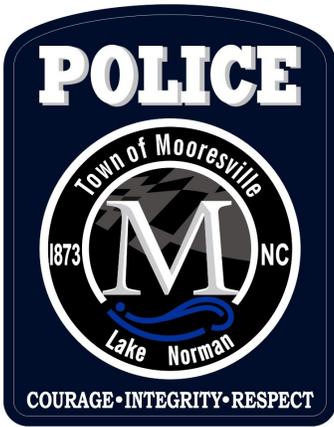
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# Mooreville Police Department

Task #21  
Missing Persons/Runaways

In accordance with the Mooreville Police Department's General Orders:  
The FTO will explain procedures for reporting missing persons/runaways.

1. Determining the cause of the missing person/runaway
2. Determining when to enter into DCI a missing person/runaway
3. Review missing person/runaway form



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Trainee

Date

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Field Training Coordinator

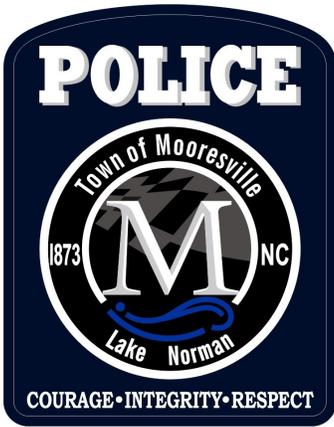
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# Mooreville Police Department

Task #22  
Directing Traffic

In accordance with the Mooreville Police Department's General Orders:  
The FTO shall demonstrate proper traffic direction techniques and the Trainee shall direct traffic when possible. The FTO shall stress officer safety during traffic direction.

1. Traffic control at intersections where traffic signal goes out
2. Traffic control at 10-50's
3. Traffic control at fire scenes or natural disasters
4. Use of traffic vests, patrol vehicle and cones



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Trainee

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Date

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Field Training Coordinator

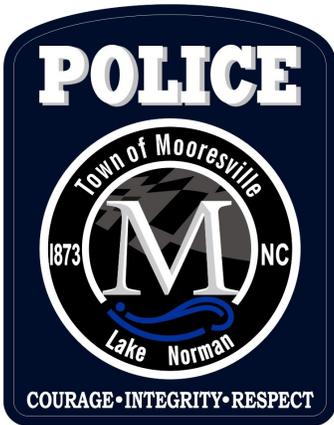
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# Mooreville Police Department

Task #23  
Use of Equipment

In accordance with the Mooreville Police Department's General Orders:

1. The FTO shall explain the need for using the takedown light for night vehicle stops and ensure the Trainee uses same.
2. The FTO shall demonstrate the correct stopping position for the patrol vehicle when making a vehicle stop (safety margin).
3. The FTO shall demonstrate how to use the flashlight at night (weak hand) and ensure the Trainee does it correctly.
4. Keeping radio in his/her possession at all times when exiting the vehicle.
5. Use of laptop computer.
6. Use of in-car video system.



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Trainee

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Field Training Coordinator

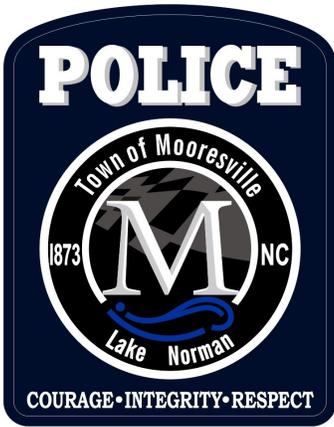
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# Mooreville Police Department

Task #24  
Vehicle Pursuits

In accordance with the Mooreville Police Department's General Orders:  
The FTO will explain vehicle pursuits and the Mooreville Police Department's policy regarding such pursuits.

1. When to and when not to pursue
2. Maintaining proper distance and control during a vehicle pursuit
3. Notify dispatch with vehicle description and direction of travel
4. Determine if pursuit should continue based on known condition and route
5. Radio traffic procedures during vehicle pursuits
6. Multiple car/multiple agency vehicle pursuits



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Trainee

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Field Training Coordinator

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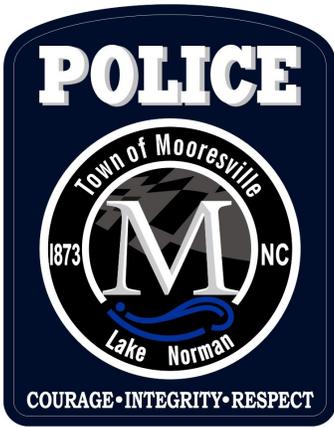
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# Mooreville Police Department

Task #25  
Foot Pursuits

In accordance with the Mooreville Police Department's General Orders:  
The FTO will explain foot pursuits and the Mooreville Police Department's policy regarding such pursuits.

1. When to and when not to pursue
2. Maintaining officer safety during a foot pursuit
3. Notify dispatch fleeing subjects description and direction of travel
4. Determine if pursuit should continue based on known conditions and route
5. Radio traffic procedures during foot pursuits



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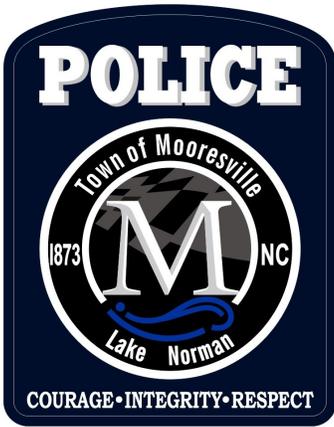
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# Mooreville Police Department

Task #26  
Landlord/Tenant Disputes

In accordance with the Mooreville Police Department's General Orders:  
FTO will explain landlord/tenant dispute calls.

1. Determine if there is a written, verbal contract or none at all exists between the parties
2. Determine if dispute is criminal or civil in nature
3. Keeping disputes from escalating
4. Referring parties to appropriate agencies



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# Mooreville Police Department

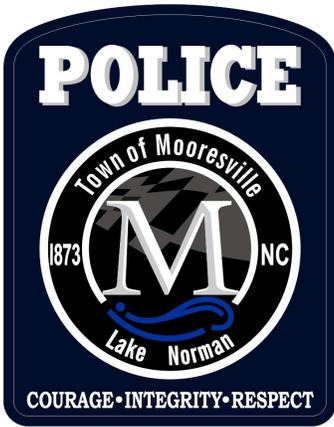
Task #27

Investigating B+E's (Vehicle and Structure)

In accordance with the Mooreville Police Department's General Orders:

FTO will explain basic investigation techniques that are relevant to these type calls.

1. Look for point of entry/exit
2. Determine if Criminal Investigations Detectives should be called
3. Check with neighbor for any suspicious person or vehicle that may have been seen
4. Check adjacent property for possible evidence and/or property taken



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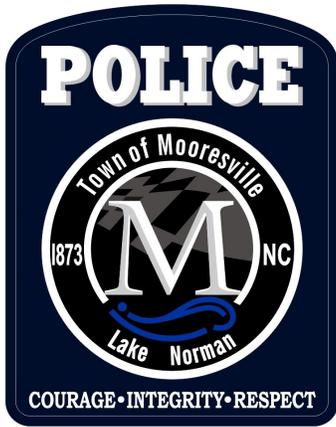
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# Mooreville Police Department

Task #28  
Community Relations



In accordance with the Mooreville Police Department’s General Orders:  
The FTO shall make sure the Trainee understands the importance of building a positive reputation of being friendly, honest and firm, but fair. The FTO shall express the importance of appearing approachable to citizens. The FTO shall explain the importance of how the public can be a good source of gathering information when he maintains open lines of communications. While on routine patrol, he/she should stop at community businesses and establish a relationship with the community.

The FTO shall explain that the OFFICER is then to work with the community on new ways to solve problems of crime, fear of crime, physical and social disorders, and neighborhood decay. The main goal of Community Partnerships is to establish and maintain mutual trust between the police, local government officials, and members of the community. Building trust between the police, local government and how the community requires ongoing efforts. Long term working relationships are usually developed through good working relationships on shared activities or projects. The police, local government officials and the community members must each consider the other as two partners when assessing and addressing the needs of the community.

1. The FTO shall ensure that the Trainee attends a community event (community watch, clean-up, cancer walk, etc.)

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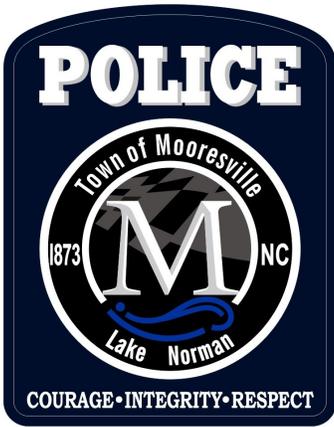
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# Mooreville Police Department

Task #29  
City Ordinances

In accordance with the Mooreville Police Department's General Orders:  
The FTO will explain and provide the website address to view city ordinances that are enforced by the Mooreville Police Department.

1. Noise ordinance
2. Soliciting without permit
3. Barking dog ordinance
4. Parking ordinance



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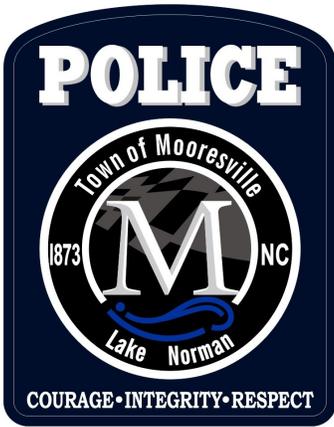
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# Mooreville Police Department

Task #30  
Chapter 14/Criminal Law

In accordance with the Mooreville Police Department's General Orders:  
The FTO shall ensure that the Trainee has a working knowledge of the North Carolina General Statutes and elements as defined in Chapter 14 of the North Carolina General Statutes.



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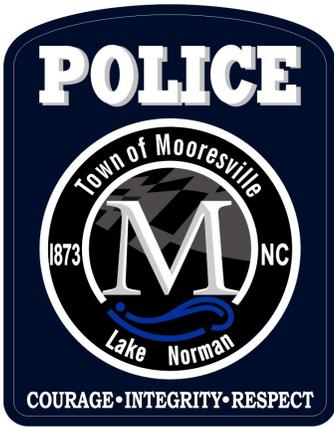
# Mooreville Police Department

Task #31

North Carolina General Statutes (Chapter 90)

In accordance with the Mooreville Police Department's General Orders:

The FTO shall ensure that the Trainee has a working knowledge of the North Carolina General Statutes and elements defined in Chapter 90 of the North Carolina General Statutes.



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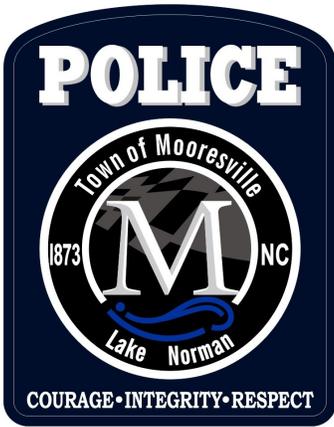
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# Mooreville Police Department

Task #32  
Mental Patients/Commitments

In accordance with the Mooreville Police Department's General Orders:  
The FTO shall explain how to handle suspected or known mental patients.

1. Keeping situation and subject calm
2. Keep alert
3. Restraint devices
4. Emergency commitment procedures
5. Voluntary commitments
6. Involuntary commitments
7. Transporting procedures
8. Return of service



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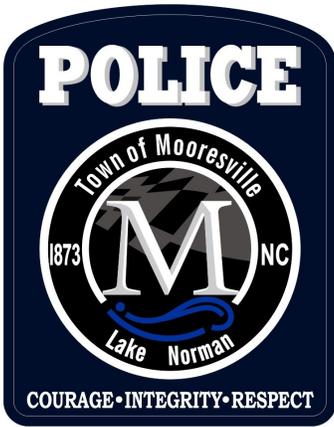
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# Mooreville Police Department

Task #33  
Vehicle Tow

In accordance with the Mooreville Police Department's General Orders:  
The FTO shall explain/demonstrate and have the Trainee perform the following:

1. Explain vehicle towing procedures
2. Explain use of rotation wrecker
3. Explain the tow form



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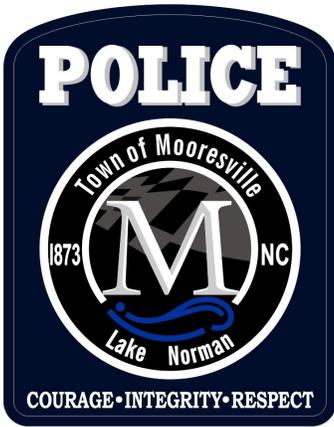
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# Mooreville Police Department

Task #34  
Felony Crimes

In accordance with the Mooreville Police Department's General Orders:  
The FTO shall explain the procedures for investigating felony crimes.

1. Assisting victims
2. Checking scene for victims/suspects
3. Crime scene security
4. Locating witnesses
5. Assisting detectives after arrival, if needed



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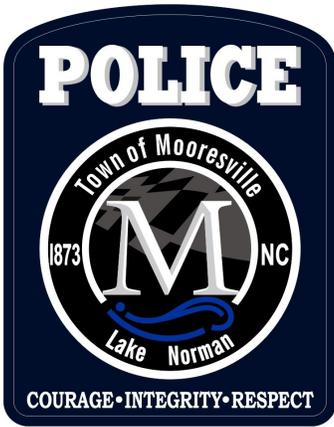
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# Mooreville Police Department

Task #35  
Misdemeanor Crimes

In accordance with the Mooreville Police Department's General Orders:  
The FTO shall explain the procedures when investigating misdemeanor crimes.

1. Assisting victims
2. Obtaining suspect information
3. Locating witnesses
4. Procedures in closing cases
5. Refer to magistrate for warrant



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# Mooreville Police Department

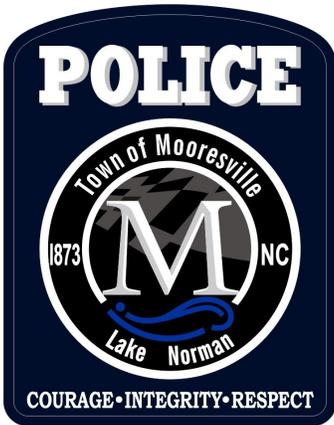
Task #36

Stolen Vehicles/Unauthorized Use

In accordance with the Mooreville Police Department's General Orders:

The FTO will explain procedures for stolen vehicles/unauthorized use.

1. Determining if the crime fits the elements of a stolen vehicle
2. Entering and removing vehicle from NCIC
3. Explain unauthorized use reporting procedures
4. Recovering stolen vehicles
5. Unauthorized use
6. Failure to return rental vehicles
7. Proper procedures for handling recovered vehicle not yet reported stolen



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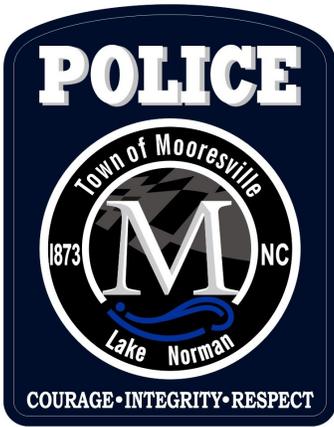
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# Mooreville Police Department

## Task #37 Report Writing

In accordance with the Mooreville Police Department's General Orders:  
The FTO shall explain and demonstrate the correct way for filling out all reports used by the road patrol. The FTO shall look for the following items:

1. Grammar and spelling
2. The narratives meet the who, what, where, when, why and how requirements
3. Information is placed in the correct areas of the report and no spaces are left blank
4. Case status of the report is clearly understood by the Trainee



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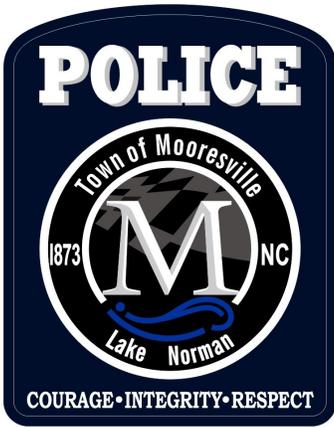
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# Mooreville Police Department

## Task #38 Search & Seizure

In accordance with the Mooreville Police Department's General Orders:

1. The Trainee will be able to recognize the 4th Amendment to the Constitution of the United States as the amendment pertaining to search and seizure.
2. The Trainee will be able to explain, and if possible, demonstrate Plain View Sensory Perception as it relates to search and seizure.
3. The Trainee will be able to explain, and if possible, demonstrate search and seizure by valid consent.
4. The Trainee will complete, if possible, an inventory after a search.
5. The Trainee will be able to explain, and if possible demonstrate, a search of containers with probable cause.
6. The Trainee will be able to explain probable cause in his/her own words (more than mere suspicion and less than absolute certainty; amount of proof is more than reasonable suspicion, but less than other legal evidentiary standards as preponderance of evidence; more probable than not).
7. The Trainee will be able to explain the term "exigent circumstances".
8. The Trainee will demonstrate a search incident to a lawful arrest.
9. The Trainee will explain, and if possible demonstrate, a search incident to the arrest of a vehicle occupant.
10. The Trainee will demonstrate the proper method to safeguard and mark evidence during a search.
11. The Trainee will demonstrate and explain the purpose of a frisk.



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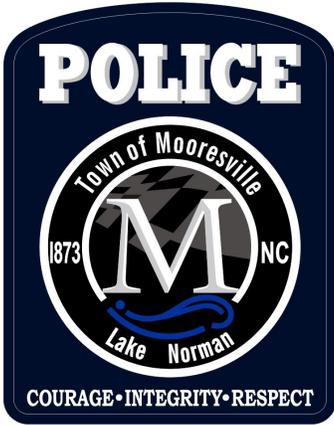
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# Mooreville Police Department

Task #39  
Chapter 18B ABC Laws

In accordance with the Mooreville Police Department’s General Orders:  
The FTO and Trainee shall review each of the General Statutes listed on the checklist for the following:



1. G.S. 18B-302(a) - Sell/give alcohol to person less than 21 yoa
2. G.S. 18B-302(b) - Purchase/possess alcohol while under age
3. G.S. 18B-300(b) - Consumption upon premises with off-premises permit
4. G.S. 18B-111—Possess/transport/sell untax paid alcoholic beverage
5. G.S. 18B-302(f)(4) - Possess/consume alcohol upon premises not authorized by ABC law
6. G.S. 18B-401(a) - Beer drinking by driver
7. G.S. 18B-401(a) - Liquor in passenger area
8. G.S. 18B-406—Unlawful transportation of alcoholic beverage

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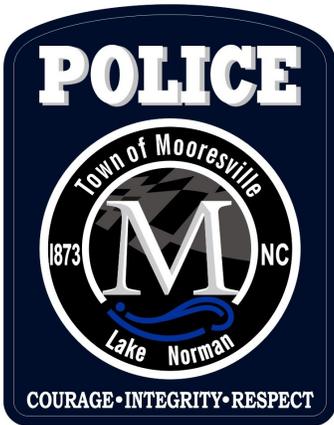
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# Mooreville Police Department

## Task #40 Motor Vehicle Collisions

In accordance with the Mooreville Police Department's General Orders:



1. The FTO will review NCGS Chapter 20 for the definition of “reportable accident”
2. The FTO will demonstrate the proper procedure for investigating a vehicular crash. If the opportunity does not present itself the first week, he should investigate the first crash they are assigned.
3. The FTO will explain and demonstrate how to take charge of the crash scene.
4. The FTO will explain and demonstrate the practice and use of defensive driving techniques when responding to a crash.
5. The FTO will explain and demonstrate the position of the patrol vehicle at the scene of a crash to ensure officer and public safety.
6. The FTO will determine if there are injuries involved in the crash, administer first aid if needed and request emergency assistance as needed.
7. The FTO will explain the importance of closely observing the position of vehicle(s), debris and other physical evidence.
8. The FTO will explain in detail, the preservation of evidence, taking measurements and inspecting vehicles for damage in an attempt to determine cause of crash.
9. The FTO will discuss how to move vehicles out of travel lanes and proper procedures for marking vehicles. If moving of vehicles is not possible, the FTO will explain and demonstrate appropriate method to call wreckers.
10. The FTO will demonstrate the correct manner to interview drivers and witnesses.
11. The FTO will explain and demonstrate the correct procedures to complete exchange slips and how to advise involved parties where and how to obtain crash reports.
12. The FTO will explain the correct procedures to follow when investigating a fatality.
13. Accident involving city vehicles
14. Hit and runs
15. Jurisdictional boundaries for accident investigations

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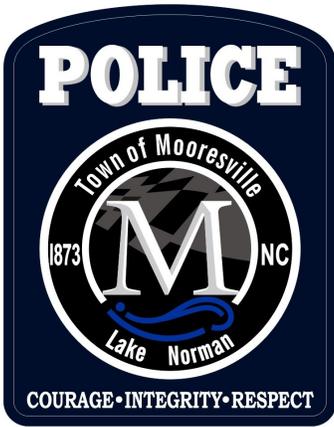
# Mooreville Police Department

Task #41

Issuance of North Carolina Uniform Citation

In accordance with the Mooreville Police Department's General Orders:

1. FTO shall explain and review infractions and misdemeanors
2. FTO shall explain how to obtain important information for completing an accurate citation
3. FTO shall demonstrate correct officer safety techniques during violator contact
4. FTO shall explain court date to the Trainee prior to violator contact
5. Trainee shall demonstrate the proper way to issue a warning ticket
6. FTO shall discuss the importance of making notes on the citation



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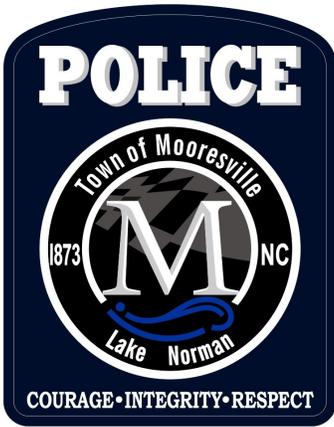
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# Mooreville Police Department

Task #42  
 Motor Vehicle Laws (Chapter 20)

In accordance with the Mooreville Police Department's General Orders:

The FTO and Trainee shall review each of the North Carolina General Statutes listed on the checklist for locations in Chapter 20 and key elements of offenses. The Trainee shall be able to locate any of these statutes upon request by the FTO at any time during training. He/she shall also be able to cite key elements of the offense.



1. G.S. 20-7 - Drivers license
2. G.S. 20-10.1 - Mopeds
3. G.S. 20-28 - Unlawful to drive while license suspended or revoked
4. G.S. 20-32 - Unlawful to permit unlicensed minor to drive motor vehicle
5. G.S. 20-67(A) - Notice of change of address or name on registration
6. G.S. 20-125 - Horns and warning devices
7. G.S. 20-135.2(A) - Seat belt use
8. G.S. 20-137.1(A) - Child restraint system
9. G.S. 20-138.1 - Impaired driving
10. G.S. 20-138.3 - Driving by provisional licensee after consuming alcohol
11. G.S. 20-140 - Reckless driving
12. G.S. 20-141 - Speed restrictions
13. G.S. 20-141.3 - Unlawful racing on streets and highways
14. G.S. 20-141.4(A1) - Death by vehicle
15. G.S. 20-146(A) - Drive on right side of highway
16. G.S. 20-150 - Limitation on privilege of overtaking and passing
17. G.S. 20-152(A) - Following too closely
18. G.S. 20-154 - Signals on starting, stopping or turning
19. G.S. 20-155 - Right of way
20. G.S. 20-157 - Approach of police, fire or rescue vehicles
21. G.S. 20-166 - Duty to stop in event of accident
22. G.S. 20-313 - Operation of motor vehicle without financial responsibility
23. G.S. 20-16 - Drivers license points

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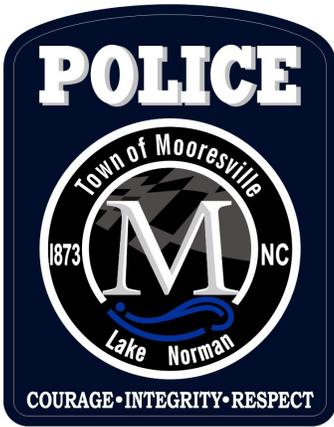
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# Mooreville Police Department

Task #43  
Death Investigations

In accordance with the Mooreville Police Department's General Orders:  
The FTO will explain what to do when responding to a death investigation.

1. Signs of death
2. Protecting the scene
3. Procedures for natural cause (attended and unattended death)
4. Procedure for other cause
5. Notification of supervision
6. Field notes
7. Crime scene log
8. Use of detectives
9. Removal of body



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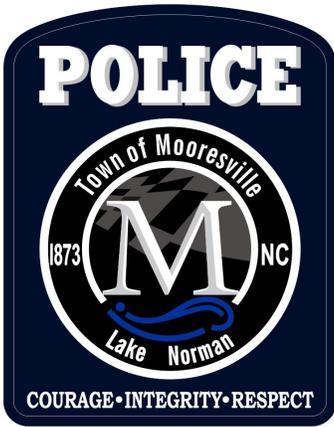
# Mooreville Police Department

Task #44  
DWI Arrests

In accordance with the Mooreville Police Department's General Orders:

1. The FTO shall ask the Trainee the key elements of G.S. 20-138.1 and to explain probable causes in making a DWI arrest.
2. The Trainee, when possible, should make a DWI arrest. This may or may not occur during the training period.
3. The Trainee shall fill out the forms required during a DWI arrest. For practice, this shall be performed, regardless if a DWI arrest is made.
4. FTO will demonstrate Field Sobriety Testing procedures

(A copy of the completed practice forms shall be attached to the Training Task Sheet if a DWI arrest is NOT made.)



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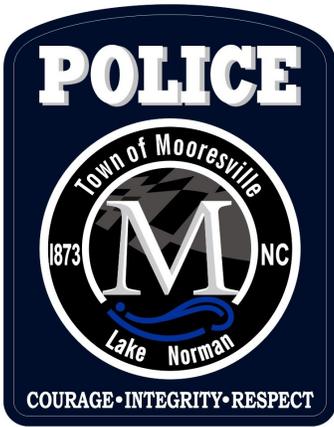
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# Mooreville Police Department

Task #45  
Interview/Interrogation of Suspect

In accordance with the Mooreville Police Department's General Orders:  
The FTO shall explain and demonstrate the following:

1. Giving Miranda Warning—when and how
2. How to correctly interview/interrogate someone; proper questions to ask and not to threaten or promise suspect
3. Importance of documentation



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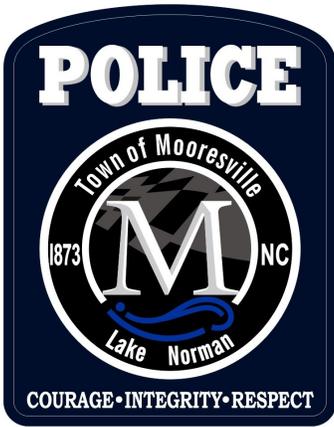
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# Mooreville Police Department

Task #46  
Problem Solving

In accordance with the Mooreville Police Department's General Orders:  
The FTO will explain the problem solving process. The Trainee should solve all community problems using this process during training.

1. Define steps needed to identify problem areas
2. List the purpose of community partnership in the problem solving process



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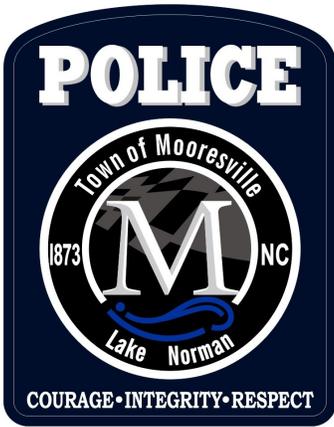
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# Mooreville Police Department

Task #47  
Bomb Threats/Explosives

In accordance with the Mooreville Police Department's General Orders:  
The FTO will explain the procedures when answering a bomb threat/found explosive call.

1. Obtain all available information from dispatch
2. Cut radio off one mile from scene
3. Searching
4. Locating suspicious package/explosive
5. Disposition and handling of evidence



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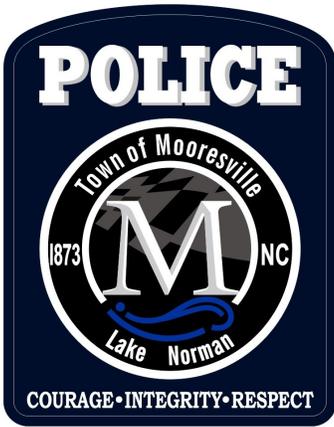
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# Mooreville Police Department

## Task #48 Court Procedures

In accordance with the Mooreville Police Department's General Orders:

1. The FTO will take the Trainee to court to observe. The Trainee shall have set cases for this time frame. Attendance is mandatory to complete this task.
2. The Trainee shall review notes for cases and ensure they have notes and are ready for court.
3. The FTO shall explain the correct techniques for testifying in different cases.
4. Testifying
5. Explain correct courtroom demeanor (no talking, walking around, where to sit, etc.)
6. Visit District/Superior Court
7. Visit District Attorney's Office
8. Visit Clerk of Court's Office
9. Explain how and who might serve court subpoenas and the importance of honoring them.



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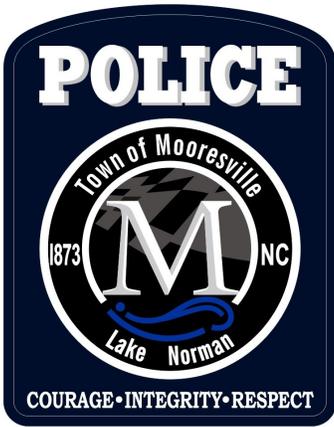
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# Mooreville Police Department

Task #49  
Bias Based Profiling

In accordance with the Mooreville Police Department's General Orders:  
The FTO will explain the Bias Based Policing Policy.

1. Prohibition against bias based profiling in traffic contacts, field contacts and in asset seizure and forfeiting efforts.



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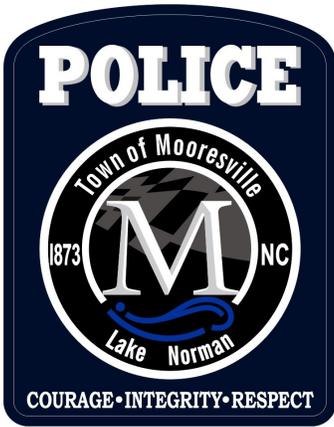
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# Mooreville Police Department

Task #50  
Computer Familiarity

In accordance with the Mooreville Police Department's General Orders:  
The FTO will explain the Computer Aided Dispatch (CAD) system used by the Mooreville Police Department. The Trainee should be able to achieve the following tasks:

1. Complete a report using templates provided by Records
2. Properly use DCI
3. Properly use map program on the laptops
4. Properly use NCAWARE



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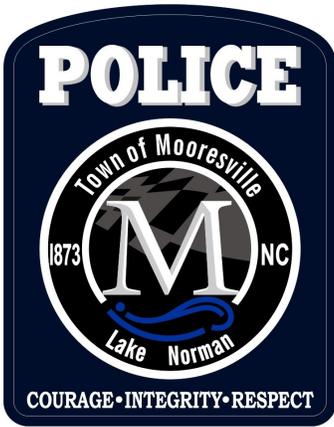
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# Mooreville Police Department

Task #51

Important Areas

The FTO will transport the Trainee to the locations listed below. The FTO should introduce the Trainee to any person(s) at the listed locations who would assist the Trainee in his/her job performances in the future.



- Magistrate's Office in Mooreville
- Magistrate's Office at the Iredell County Courthouse
- Magistrate's Office at the Iredell County Jail
- Sheriff's Office
- Iredell County Jail
- Schools in Mooreville
- Fire Departments (all stations)
- Public Works
- Courtroom in Mooreville
- Courtrooms in Statesville (including Grand Jury room)
- Town office
- Zoning office
- Lake Norman Regional Medical Center
- Fifth Street Shelter and the Fifth Street Night Shelter
- Statesville Police Department
- Highway Patrol Station
- Troutman Police Department
- Probation and Parole
- Crossroads Behavioral

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**Mooresville Police Department  
 FIELD TRAINING OFFICER CRITIQUE BY TRAINEE**

Page 1

Instructions: Place your FTO's name in the space below. You will have one critique per FTO.  
An explanation must be given for each question.

Trainee: \_\_\_\_\_

FTO: \_\_\_\_\_

1. About your training officer, how would you rate the example he/she set for you?  
 Poor       Fair       Average       Good       Excellent

Explanation:

2. How would you rate his/her interest in imparting training material and information to you?  
 Poor       Fair       Average       Good       Excellent

Explanation:

3. How would you rate his/her knowledge of the training materials covered?  
 Poor       Fair       Average       Good       Excellent

Explanation:

4. How would you rate his/her skills as an instructor/teacher/trainer?  
 Poor       Fair       Average       Good       Excellent

Explanation:

5. How would you rate his/her ability to communicate to you?  
 Poor       Fair       Average       Good       Excellent

Explanation:

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Trainee

\_\_\_\_\_  
Field Training Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Mooreville Police Department**  
**FIELD TRAINING OFFICER CRITIQUE BY TRAINEE**

Page 2

6. How would you rate his/her application of honesty, fairness and objectivity in rating you?  
 Poor       Fair       Average       Good       Excellent

Explanation:

7. How would you rate his/her overall knowledge of MPD and the FTO Program?  
 Poor       Fair       Average       Good       Excellent

Explanation:

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

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

10. Comment, if you wish, on the performance of your Field Training Coordinator (not FTO).

\_\_\_\_\_

Trainee

\_\_\_\_\_

Date

\_\_\_\_\_

Field Training Coordinator

\_\_\_\_\_

Date

**Mooreville Police Department  
WEEKLY OBSERVATION REPORT**

Date: \_\_\_\_\_  
 Trainee: \_\_\_\_\_  
 FTO: \_\_\_\_\_  
 Phase: \_\_\_\_\_  
 Zone: \_\_\_\_\_

Hours: \_\_\_\_\_  
 Call Number: \_\_\_\_\_  
 Call Number: \_\_\_\_\_  
 Assignment/Reason for no evaluation: \_\_\_\_\_

Rating Scale: Unacceptable (1-2-3) / Acceptable (4) / Exceeds Standards (5)

No.	CATEGORY	Not Observed	Not Responding to Training	Rating Scale					Remedial Training
				1	2	3	4	5	
1.	Appearance								
2.	Vehicle Care & Maintenance								
3.	Acceptance of feedback								
4.	Acceptance of Attitude								
5.	Acceptance of Dependability								
6.	Knowledge of Departmental Policy and Procedure, reflected by field performance								
7.	Knowledge of Criminal Law, reflected by field performance								
8.	Knowledge of Traffic Law, reflected by field performance								
9.	Driving Skills: Normal Conditions								
10.	Driving Skills: Stressful Conditions								
11.	Orientation/Response Time								
12.	Routine Forms - Accuracy								
13.	Self-Initiated Field Activity								
14.	Court Performance (Case Preparation)								
15.	Officer Safety: Physical								
16.	Officer Safety: Verbal								
17.	Decision Making								
18.	Problem Solving								
19.	Investigative Skills								
20.	Radio Use: 10-Codes								
21.	Radio Operation								
22.	Radio Listening & Comprehension								
23.	Relationships with Citizens in General								
24.	Relationships with other ethnic groups								
25.	Relationships with department members								

Documentation of a rating of 1-2-3 or 5 and all remedial training shall be made on the reverse side of the daily observation report. Remedial training will be listed in minutes.

CATEGORY NO.	REMEDIAL TRAINING	RATING SCALE	DOCUMENTATION OR PERFORMANCE AND REMEDIAL TRAINING

\_\_\_\_\_

Trainee

\_\_\_\_\_

Field Training Coordinator

\_\_\_\_\_

Date

\_\_\_\_\_

Date