

Oakland County Sheriff's Office
General Order # 1.12



SUBJECT: Field Training – Law Enforcement, Corrections and Communications		NUMBER: 1.12
EFFECTIVE DATE: 7/11/2023 REVIEW DATE: Annually		MACP Standard Impact: 1.9.3
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This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

I. PURPOSE

The Oakland County Sheriff Office Training and Evaluation Program is a formal training program designed to train and develop newly hired/newly promoted Corrections Deputies, Road Patrol Deputies and Dispatch Specialists into proficient law enforcement professionals.

II. POLICY

With the ultimate goal of increasing the overall efficiency and effectiveness of the Sheriff's Office by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement, it shall be the policy of the Oakland County Sheriff's Office to provide all newly hired or promoted staff with a Field Training Officer (FTO), Corrections Training Officer (CTO) or Communications Training Officer to acquire the knowledge, skills, abilities and training needed to perform Corrections, Patrol and Dispatch duties.

III. PROCEDURES

A. Organization

1. Emergency Response and Preparedness (ERP) Captain (**MACP Standard 1.9.3 b**)
 - a. The Emergency Response and Preparedness Training Unit is responsible for:
 - i. Monitoring all probationary patrol deputies, corrections deputies and dispatch specialists for the duration of their probationary period.
 - ii. Assigning an FTO/CTO Coordinator (ERP Sergeant) or designee(s) and approving new FTO/CTO Officers and Supervisors.
 - iii. Maintaining a complete set of files so that training information may be recorded and preserved.
 - iv. Keeping the Sheriff's Office senior command informed of the trainee's performance and program efficiency.
 - v. Coordinate the preparation of a statement of trainee development to date and submit it to the Sheriff with a recommendation to retain, retrain, or remove the trainee from the program, based on the input from the FTO/CTO Training staff.
2. Emergency Response and Preparedness Unit Training Sergeant
 - a. The ERP Training Unit shall act as the FTO/CTO Coordinator.

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- b. The FTO/CTO Coordinator maintains only the supervisory responsibility necessary and relevant to the Training and Evaluation Program and shall not conflict with the other shift command.
 - c. The FTO/CTO Coordinator will be responsible for the general administration and evaluation of the Training and Evaluation Program by:
 - i. Assigning trainees to FTO's or CTO's, rotating a variety work locations and shifts.
 - ii. Reviewing Daily Observation Reports, weekly FTP Supervisor evaluations and any other information relative to a trainee's progress.
 - iii. Ensuring the training is relevant to the job and is standardized among Training Officers.
 - iv. Preparing a statement of the trainee's development and submitting it to the ERP Captain with a recommendation to retain, retrain or remove the trainee from the program.
- 3. Field Training / Corrections Training Supervisor**
- a. The FTO/CTO Supervisor shall make weekly contact with each trainee in the field, reviewing the past week's Daily Observation Reports (DORs). The FTO/CTO Supervisor will prepare a weekly report, advising the FTO/CTO Coordinator of the trainee's progress. The evaluation will be scanned onto the I: \Drive and placed into the trainee's electronic folder.
 - b. The FTO/CTO Supervisor shall oversee and evaluate the quality and consistency of training provided by the Field Training Officer, Corrections Training Officer and Communications Training Officer. The FTO/CTO Supervisor must also ensure completeness and correctness of all DORs. The FTO/CTO Supervisor will assist the FTO/CTO in developing and implementing remedial training strategies.
 - c. The FTO/CTO Supervisor monitors a trainee's performance in various ways, including but not limited to:
 - i. Periodic report review
 - ii. Listening to radio traffic
 - iii. Field visits
 - iv. Review of Daily Observation Reports
 - v. Weekly conferences with the trainee
 - d. The FTO/CTO Supervisor must disseminate FTO/CTO information and directives in a timely manner and is responsible for ensuring that the FTO/CTO attends the evaluation sessions with the trainee.
- 4. Field Training Officers and Corrections Training Officers**
- a. The Training Officer is the single most critical position in the Training Program. The FTO/CTO has two primary roles to fulfill--Deputy Sheriff and Trainer/Evaluator. In preparation for these roles, all FTOs and CTOs shall receive formal instruction prior to assuming probationer training and coaching responsibilities. **(MACP Standard 1.9.3 d)**
 - b. Selection process of Field Training Officers and Corrections Training Officers **(MACP Standard 1.9.3 a)**
Road Patrol Deputies, Corrections Deputies and Dispatch Specialists interested in the position of FTO/CTO shall be selected from persons with the minimum qualifications as follows:

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- i. Acceptable performance assessments and input from current and immediate supervisors (with direct observation/knowledge of work habits, standards, etc.).
- ii. Acceptable personnel file entries, e.g., no pattern of discipline, citizen complaints, civil litigation filings, etc.
- iii. Consideration will be given to the needs of the Sheriff's Office for FTOs and CTOs in a specific work location and/or on a specific shift.

B. Field Training Phases and Steps:

1. Promotions/Transfer to Patrol Services Division

- a. After promotion/re-assignment or hiring directly to the Patrol Services Division, newly appointed trainees are assigned to the Training Unit for Field Training and Evaluation. They then begin a fourteen-week, four-step training and evaluation schedule. The Office requires that the trainee work 95% of the training days in Steps 1, 2 and 3 in order to progress to Step Four. **(MACP Standard 1.9.3 c)**
- b. Trainees will rotate shifts and assignments throughout the training process so that they gain exposure to each type of shift and assignment. **(MACP Standard 1.9.3 e)**

2. Lateral Hires

- a. Lateral hires (deputies hired from another police agency directly to the rank of Deputy II, having previously performed the duties of a patrol officer) will be required to complete five weeks of administrative training. These weeks will focus on compliance with all Oakland County and Sheriff's Office required training and certifications (OCSO Orders, Oakland County Merit Rules, firearms qualification, intermediate weapon qualification, CPR/First Aid/AED certification, Active Shooter Response and other related areas).
- b. Lateral hires will then be placed into a fourteen-week training program. Steps One, Two and Three will be four weeks EACH. Step Four ("Shadow Phase") will be two weeks.

C. Corrections Training Phases and Steps

1. Newly hired Corrections Deputies will be required to first complete the Corrections Academy. Upon completion of the Corrections Academy, deputies will be placed into the Corrections Training Program. This program is 10 weeks in duration and consists of four phases. Phases One, Two and Three are each 3 weeks in duration. Phase Four is a "Shadow Phase" and is one week in duration.

D. Communications Training Phases and Steps

1. Newly hired Dispatch Specialists complete 31 weeks of training. The training consists of the Dispatch Academy, Fire Radio, Police Radio, LEIN and Call-Taking. The final phase is a "Shadow Phase" where the dispatch specialist must show proficiency in all areas of Communications.

E. Training Evaluation

1. Each trainee will be evaluated in several categories. Standardized Evaluation Guidelines have been established to ensure each FTO/CTO rating of a trainee will be equal and standard throughout the program. These evaluations are accomplished by observing the trainee perform law enforcement tasks under field conditions. Progress on these tasks will be documented in Daily Observation Reports completed by the FTO/CTO Officers. **(MACP Standard 1.9.3 f,g)**

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2. The FTO/CTO Supervisor is responsible for completing a Supervisor's Weekly Training Report for every trainee assigned to the supervisor's shift.
- F. Removal from the Program
1. A violation of the Training Program could result in disciplinary action, to include removal from the Training Program. FTO/CTO Officers and Supervisors are instructed to document any violations on a memorandum and to forward it to the ERP Captain via the FTO/CTO Coordinator.
 2. In the event a trainee is performing below the acceptable level or not responding to training, the FTO/CTO Coordinator shall prepare a memorandum briefly outlining the trainee's shortcomings, chronologically and/or categorically, and submit it with documentation to support all claims. This report and all accompanying documents will be forwarded to the Undersheriff via the chain of command.
 3. Once a decision to remove a trainee from the program has been made and the processing of the paperwork has begun, the trainee will be removed from the program.



ISSUED BY: Sheriff Michael J. Bouchard