



Oregon

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The Department of Public Safety Standards and Training has put together the following list of commonly asked questions by Field Training Officers.

Field Training Manual FAQ's

1. What if the trainee does not have the ability or opportunity during the course of their duties as a trainee to physically demonstrate a mandated demonstrated topic?

As stated in the administrative procedures, each mandatory item, if not physically performed on-the-job, must be completed as a scenario to the extent that shows that the trainee has the knowledge to complete those tasks at such time the officer is faced with them in the course of their duties. The FTO is responsible for coming up with a scenario, whether it is utilizing set-up locations or individuals, or discussion of the topic including a verbal scenario that shows the recruits' understanding and complete knowledge of the subject or task.

2. Do we have to follow the manual in chronological order from start to finish?

No. The manual is set up to be 'flexible' so that if you have an aircraft emergency, homicide, pursuit, etc. on the first night or in the first week, go to that part of the manual and cover it with the recruit. Of course, you aren't going to expect the recruit to handle all of the call. Evaluate the recruit on things they have been trained to do, but the exposure is something to not overlook.

3. What if the officer going through FTEP has specialized duties that may not be applicable in the FTEP process? Can we alter the FTM?

It is important to understand that an individual agency's unique structure or responsibilities cannot be a factor for purposes of state certification. Specialized duties should be addressed within your own agency training or advanced training academy program, not by altering the FTM, which would invalidate it. Any officer can transfer employment to any other police agency in the state and every agency has the knowledge that the successful officer has completed the required FTM. With that understanding, all officers must complete every required element of the field training manual, and demonstrate every portion that requires demonstration.

The following answers to FAQ's are general suggestions only. We ask that you defer to your own agency policies/procedures/guidelines, Human Resources, Risk Management, and Legal council for final determination.

4. How do we rate consistently?

Use the guidelines established by your agency.

5. How do we ensure consistency between the FTO's if we do not have a training coordinator or someone to oversee the training process?

This is ultimately decided by management. However, one suggestion is the temporary selection of an employee to oversee the administrative aspect to ensure consistency and accuracy and to reduce liability.

6. Is it necessary to keep the notes written throughout the day if the information is later transferred to the DOR?

Yes. This is important documentation that needs to be saved if action is taken.

7. Who can we share trainee progress/DOR's with?

Training files are subject to public record laws. However, depending on their contents they may be protected from disclosure under most circumstances and therefore should be treated as confidential. You should follow your agency's procedures in reviewing this information with others within your agency who are involved in the trainee's field training.

8. What is the correct way to document NRT (Not Responding to Training)?

First of all, you must have a sense of when the training process gets to the NRT level. What has been done to train the recruit on this issue? What have been the performances by the recruit? What has been done to re-educate the recruit? What has the recruit's performance been like after re-education? Has there been improvement? IS EVERYTHING THOROUGHLY DOCUMENTED, INCLUDING RE-EDUCATION AND LEVEL OF PERFORMANCE AFTER THE ATTEMPTS TO RE-EDUCATE?

9. What happens if I document behavior and actions that support termination and the agency retains this person?

Hiring and/or firing is not a decision for line staff. If the documentation, scoring and failure to respond to corrective training has been properly documented and submitted in a timely manner through the appropriate chain of command, you are not responsible for the retention decision.