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# PARAMUS POLICE RESERVE FIELD TRAINING PROGRAM

### WHY HAVE A FIELD TRAINING PROGRAM?

When a person is hired as a reserve police officer, he or she is traditionally sent to the classroom for basic training. This training, which is by far the most complex training undertaken by this police reserve unit, is aimed at providing the newly hired recruit with a basic competency to perform as a reserve patrol officer.

However, the reserve recruit training a Paramus reserve officer receives leaves a wide gap between the classroom and the "real world". The classroom will not suffice in and of itself to adequately prepare the new reserve officer to understand his or her role in police work or how to fulfill it.

By having a field training program in place, a new recruit can be properly evaluated. Throughout the training program, a determination can be made on whether the new recruit has what it takes to be a reserve police officer.

#### THE FIELD TRAINING PROGRAM

The field training program shall be for a period of six months after the new recruit graduates from the academy. During the training program, the recruit will be permitted to ride with only members of the staff as well as a certified FTO. However, a Field Training Officer will be assigned to each recruit and for the first 8 weeks of the program the recruit will ride only with their Field Training Officer. This will ensure that proper procedure is followed in all areas, as well as the recruit being prepared to perform the duties of a reserve patrol officer.



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#### TOUR #1

#### Introduction:

Explain the importance of the field training program and stress the importance of the instruction. Let the recruit know that your expectations of their performance are high and you are confident that they possess the ability to master the necessary skills. Place the recruit at ease, and establish a rapport for good communication and prepare them to learn.

#### Demonstration:

Designate the recruit to be the back up officer and have him or her ride as the passenger. The Field Training Officer is to handle all assigned calls and demonstrate the proper methods and techniques of operation. The recruit is to observe and be provided with the opportunity to ask questions. Each call should be reviewed after completion.

#### Topics:

The areas that should be covered include where the recruit will meet the Field Training Officer (Hereafter referred to as the FTO); filling out the computer sheet in headquarters; picking up radios, keys and flashlights; checking the patrol unit for equipment; report writing and radio procedures.

#### TOURS #2 - #15

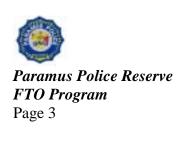
#### *Application:*

The recruit applies his or her training to actual situations and handles all assigned calls. The FTO rides as the passenger and provides back up, technical support, answers the recruits questions and evaluates his or her performance. The recruit is to bring his FTO Program as well as an evaluation. The evaluations will be maintained by the recruit and will be submitted to the FTO at the completion of the program.

#### TOURS #16 - #18

The recruit will now begin riding with other staff officers for further evaluation. During this period, each staff officer will fill out an evaluation of the recruit and return it to the recruit.

Upon completion of the program, the FTO will compile the evaluations he has prepared, as well as the evaluations of the other staff members. If the recruit has demonstrated proficiency in all areas, a final written exam will be administered by the FTO for promotion to the rank of Patrolman Third Class.



Trainee_	
FTO	

# FIELD TRAINING OFFICER SYLLABUS

## CHECK UPON COMPLETION

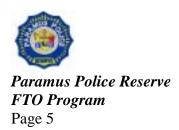
	Personal Characteristics
x x x	personal hygiene uniform equipment promptness
	Personal Conduct
xx xx	with the public with co-workers command presence
	Patrol Preparation
x x	vehicle inspection equipment check
	Patrol Functions
x x	traffic direction driving with emergency lights and sirens vehicle positioning at scenes
XX	routine patrol driving community relations



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## Communications

radio procedures signal code comprehension speaking on the radio
rating Procedures
patrol report writing accident report writing incident report writing
ol Procedures
suspicious persons/vehicles fights, disturbances crowds accident response medical emergency response disabled vehicle approach knowledge of borough map/direction reading
<u>fic</u>
directing at an accident flare lighting flare patterns directing in place of a traffic signal
<u>enile</u>
dispersing questioning contacting juvenile officers



	Driving Techniques
X X X	routine patrol non-emergency calls emergency calls parking of patrol car
X X X	Organizational Procedure  General orders Rules and Regulations SOP's report writing/neatness
	De-briefing
x x	servicing the patrol car reporting problems

# PARAMUS POLICE RESERVE

Trainee						
FTO/STAFF Member						
Date						
FIELD TRAINING OFFICER EVALUATION FORM						
ABILITY TO FOLLOW oral and written instruction		e speed and accuracy in understanding and executing				
unable	satisfactory	no difficulty				
2. ABILITY TO LEARN: C	Consider the ability to impro	ve through field experience.				
unable	average	above average				
3. ABILITY TO WORK W	ITH OTHERS: Consider the	e effect of the officer's ability to work with you.				
unable	willing	exceptionally cooperative				
4. ADAPTABILITY: Consi	der the ability and willingne	ess to adapt to changing situations.				
unable	willing to adapt	above average willingness				
5. FIELD PROFICIENCY:	Consider the application of	prior training (preparation) to field situations.				
cannot relate theory to practice	requires average assistance relating theory to practice	requires minimal assistance in relating theory to practice				
6. JUDGMENT: Consider t solutions.	the ability to evaluate situati	ons, consider alternatives and arrive at effective				
needs excessive guidance	average guidance	minimal guidance				
7. PUBLIC CONTACT: Co	nsider the results of the offi	cer's contact with the public.				
antagonistic	satisfactory	favorable responses				

8. QUALITY OF REPORTS: Consider the ability to collect and evaluate information and the ability to translate that information into written form.

lacking in completeness, satisfactory exceptional with minimal

accuracy & legibility direction

9. REACTION TO PRESSURE: Consider the ability to perform under pressure.

unsatisfactory acceptable highly effective under stress under stress

10. WORK ATTITUDE: Consider the extent of interest and enthusiasm in being a reserve officer.

not dedicated interested in workdedicated to the organization

and improvement