

MESA POLICE DEPARTMENT
FIELD TRAINING OFFICER PROGRAM

Officer in Training Checklist

FTO Class #

Start of FTO Program: 01/01/09

Phase I FTO: _____

Example of Initials: _____

Phase II FTO: _____

Example of Initials: _____

Phase III FTO: _____

Example of Initials: _____

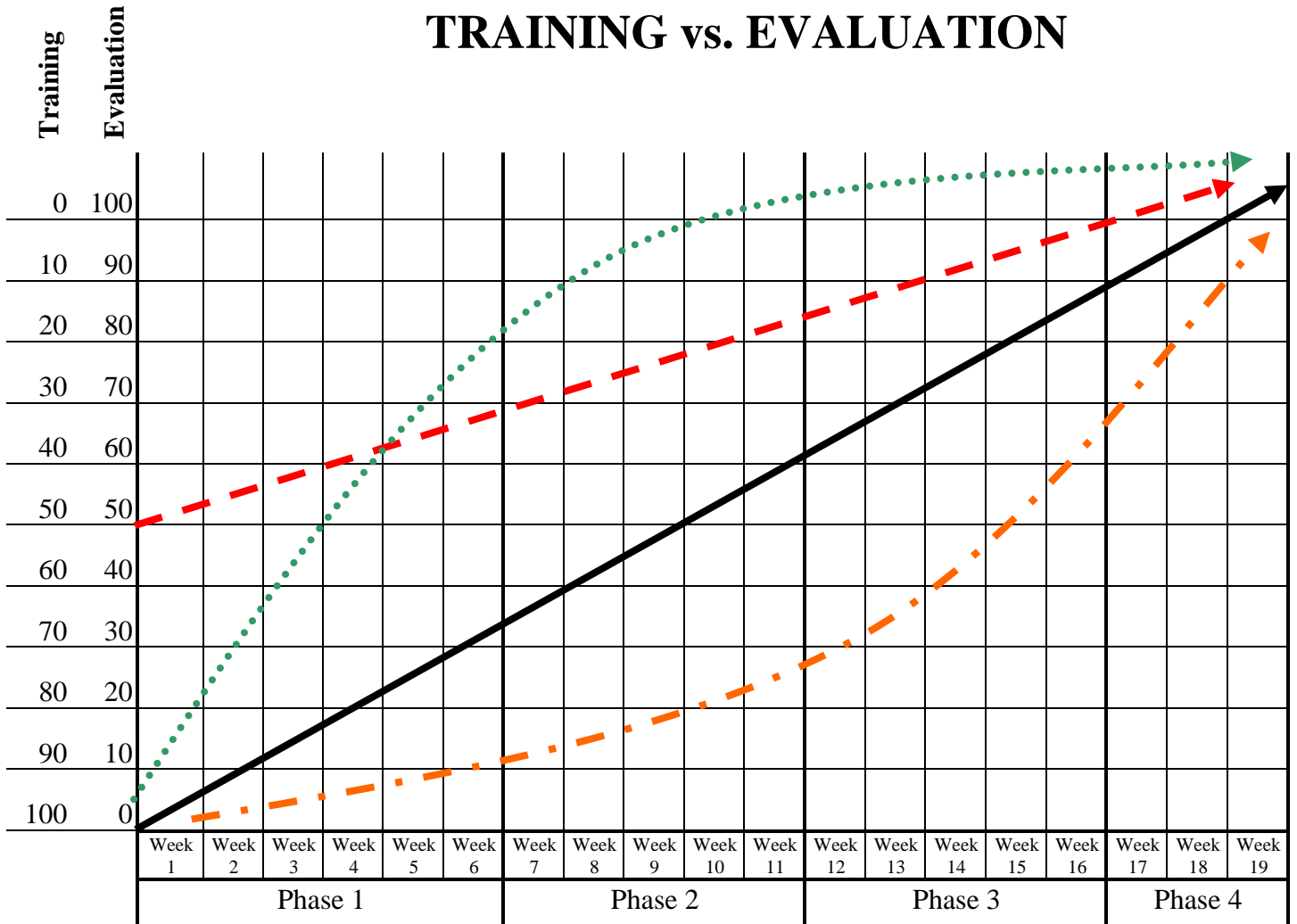
Phase IV FTO: _____

Example of Initials: _____

Extension Phase FTO: _____

Example of Initials: _____

TRAINING vs. EVALUATION







First Phase FTOs should strive to begin the recruit's training with a majority of teaching and little evaluation. As the program continues, FTOs do less training and more evaluation, eventually ending up doing little teaching and a majority of evaluation. (Follow the black line.)

Do not start recruits out where the dashed line begins in the chart above at the 50/50 beginning mark. FTOs should not expect recruits to know how to perform police work; they need to be taught.

Don't expect the line to remain straight. Each recruit will learn at a different rate. With the Proficiency Program, recruits may reach the 0/100 level several weeks before (or after) the official end of the program (18 weeks).

(Evaluation on this graph does not include the written DOR. Training vs. evaluation here means how much assistance the FTO gives the OIT vs. setting back and evaluating the OIT's performance on a call or situation.)

Key:

-  Theoretical Training vs. Evaluation graph line; start at 100% training / 0% evaluation.
-  Improper starting point for Training vs. Evaluation.
-  OIT that learns faster than the norm.
-  OIT that learns slower than the norm.

PHASE I WEEK I: No DORs are to be completed during Week I.

Day 1: Limbo Day.

Day 2: OITs concentrate on driving.

Day 3: OITs concentrate on the radio.

Day 4: OITs work on tasks as the FTO and OIT see fit.

| Station Orientation | Date | FTO |
|--|-------------|------------|
| A. Location of supplies and forms | | |
| B. Completed paperwork disposition | | |
| 1. Logs, reports, hold basket, in custody logs | | |

| Administrative Forms | Date | FTO |
|-----------------------------|-------------|------------|
| Leave of Absence | | |
| Overtime Request | | |
| City Vehicle Accident | | |
| Employee Industrial Injury | | |
| Vehicle Damage Log | | |

| Vehicle responsibility | Date | FTO |
|---|-------------|------------|
| A. Check for damage | | |
| 1. Vehicle Damage Log | | |
| B. Check for suspicious objects | | |
| C. Equipment in trunk | | |
| D. Interior of vehicle | | |
| 1. Check for weapons, contraband, garbage | | |
| E. Engine compartment | | |
| 1. Oil, battery, water level | | |
| F. Operating equipment | | |
| 1. Emergency lights, headlights, spotlights, radio, MCT, gauges | | |

Day One of Limbo Week Expectation Checklist

| |
|--|
| Discuss lunch breaks: bring lunch, eat out |
| Pet peeves (will not affect DOR scores unless they are SEG related) |
| Discuss FTO's teaching style |
| Ask OIT his weaknesses/strengths |
| How to handle calls: What will be the FTO's involvement How will FTO act in emergency situations |
| Discuss Code 3 driving |
| Expectations of OIT in control of conflict-physical skill (fights) |
| Goals: What are the OIT's goals for this phase? What are the FTO's goals for this phase? |
| OIT's personal info: Family life: Married? Kids? Where does OIT live? Prior jobs |
| Exchange phone numbers: OIT's FTO's Sergeant |
| Other issues that the FTO and/or OIT believe to be relevant. |

PHASE I MANDATORY REQUIREMENTS:

1. OIT must complete at least 25 traffic stops and demonstrate proficiency in such by the end of Phase I.

- If 25 stops cannot be made, the sergeant should make arrangements to send OIT to a Motor FTO or place FTO/OIT on no call status for traffic.

LIST THE DATE, LOCATION, AND FTO FOR TRAFFIC STOPS (Day shift OITs make use of takedown lights and spotlight.)

| | DATE | LOCATION | FTO |
|----|-------------|-----------------|------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |
| 20 | | | |
| 21 | | | |
| 22 | | | |
| 23 | | | |
| 24 | | | |
| 25 | | | |

PROFICIENCY FOR TRAFFIC STOPS

PROFICIENT

**NOT
PROFICIENT**

FTO's Initials

PHASE I MANDATORY REQUIREMENTS (continued):

2. OIT must complete ten citations, enter ten field interview cards into the RMS system, and demonstrate proficiency by the end of Phase I.

| | CITE # | FTO | | F.I. DATE | FTO |
|----|---------------|------------|----|------------------|------------|
| 1 | | | 1 | | |
| 2 | | | 2 | | |
| 3 | | | 3 | | |
| 4 | | | 4 | | |
| 5 | | | 5 | | |
| 6 | | | 6 | | |
| 7 | | | 7 | | |
| 8 | | | 8 | | |
| 9 | | | 9 | | |
| 10 | | | 10 | | |

PROFICIENT

**NOT
PROFICIENT**

**FTO's
Initials**

PROFICIENT

**NOT
PROFICIENT**

3. CAD Use: Demonstrate knowledge and proficiency in the following areas:

- a. All the function keys.
- b. How to log on and off of the systems.
- c. Warrants check.
- d. Driver's license check.
- e. Registration check.
- f. How to find current and past incidents.
- g. How to send a message to other units/dispatchers.
- h. How to retrieve hazard information.
- i. Use of the map functions.

PROFICIENT

NOT PROFICIENT

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

PHASE I MANDATORY REQUIREMENTS (continued):

4. The OIT must complete one shift with a Camera Car FTO during Phase I.

Camera Car FTO Signature _____ Date of shift worked _____

5. Jail, Callback, Teleserve:

By the end of Phase I, visit the jail, callback, and teleserve and explain their functions. The jail visit shall include familiarization with the county booking computer and paperwork.

Jail: Date: _____ FTO: _____

Callback: Date: _____ FTO: _____

Teleserve: Date: _____ FTO: _____

6. Community Policing Techniques:

- A. During the first week of this phase, the FTO must discuss community policing techniques/COMPSTAT and crime patterns in the district and specifically the beat they are assigned.
- B. The OIT must then demonstrate to his FTO the OIT's knowledge of community policing techniques and crime patterns in the district and his beat.
- C. The OIT also needs to recognize new problems and/or situations that can be solved using community policing techniques and develop a plan to resolve them. This can include solving the problem on his own or referring the situation to other district resources if it is too involved to be handled by patrol officers.
- D. The FTO must familiarize the OIT to the operations of the Street Crimes Unit in that district.

The OIT has a basic understanding of community policing techniques and is familiar with the problem areas in this district and his beat.

The OIT has completed all Phase I requirements in addition to demonstrating proficiency in each area.

OIT's Signature _____ **FTO's Signature** _____

Sgt's Signature _____

If the OIT has completed all of the requirements of Phase I and is proficient at those requirements, the OIT may be released to Phase II prior to the FTO/Phase Change meeting. The FTO Administrative Officer for that district and the FTO Class Sergeant must approve the early release.

Date: _____ The FTO Sergeant and/or the FTO Administrative Officer have been notified on the OIT's early release from Phase I.

PHASE II - MANDATORY LEARNING REQUIREMENTS

Limbo Day Expectation Checklist

Station Orientation – if a new substation

| |
|--|
| A. Location of supplies and forms |
| B. Completed paperwork disposition |
| 1. Logs, reports, hold basket, in custody logs |

| |
|--|
| Discuss lunch breaks: bring lunch, eat out |
| Pet peeves (will not affect DOR scores unless they are SEG related) |
| Discuss FTO's teaching style |
| Ask OIT his weaknesses/strengths |
| How to handle calls: What will be the FTO's involvement How will FTO act in emergency situations |
| Discuss Code 3 driving |
| Expectations of OIT in control of conflict-physical skill (fights) |
| Goals: What are the OIT's goals for this phase? What are the FTO's goals for this phase? |
| OIT's personal info: Family life: Married? Kids? Where does OIT live? Prior jobs |
| Exchange phone numbers: OIT's FTO's Sergeant |
| Other issues that the FTO and/or OIT believe to be relevant. |

- Complete 3 hours at Communications.** FTOs are not required to attend with their OIT.

Communications: Date: _____ FTO: _____

FTO needs to contact a Communications supervisor at x2293 to arrange a three-hour session for the OIT to visit Communications. (Do not release that extension number to the public; the public phone numbers is 480.644.2211.) Do not schedule the session between 0200 and 0900 hours; this time is not busy enough for the OITs to be exposed to the proper type of radio traffic.

PHASE II - MANDATORY LEARNING REQUIREMENTS (continued):

2. OIT must demonstrate proficiency in radio, report writing, and RMS use.

A. Radio Use: Demonstrate adequate use and knowledge of radio operations necessary to function in the patrol division.

PROFICIENT

NOT PROFICIENT

B. Show proficiency in report writing including:

| | Proficient | Not Proficient |
|--|-------------------|-----------------------|
| a. Correctly completes face sheets & forms. | _____ | _____ |
| b. Includes appropriate elements of crime in report. | _____ | _____ |
| c. Writes report in chronological format. | _____ | _____ |
| d. Uses proper grammar and spelling. | _____ | _____ |
| e. Takes proper field notes. | _____ | _____ |
| f. Uses appropriate time to complete narratives. | _____ | _____ |

C. Records Management System: Demonstrate knowledge and proficiency in the following areas:

| | Proficient | Not Proficient |
|---|-------------------|-----------------------|
| a. Completing incident info. | _____ | _____ |
| b. Completing person info. | _____ | _____ |
| c. Completing property/evidence info. | _____ | _____ |
| d. Completing vehicle info. | _____ | _____ |
| e. Completing citation/arrest info. | _____ | _____ |
| f. Completing narrative. | _____ | _____ |
| g. Copy & paste from Word to RMS narrative. | _____ | _____ |
| h. Completing Accident module. | _____ | _____ |
| i. Sending completed reports for approval. | _____ | _____ |
| j. Correcting reports that are rejected. | _____ | _____ |

3. OPTIONAL: The FTO may have the OIT complete another shift with a Camera Car FTO during Phase II if it is a benefit to the OIT's training.

Camera Car FTO Signature _____

Date of shift worked _____

PHASE II - MANDATORY LEARNING REQUIREMENTS (continued):

4. Community Policing Techniques:

- A. During the first week of this phase, the FTO must discuss community policing techniques/COMPSTAT and crime patterns in the district and specifically the beat they are assigned.
- B. The OIT must then demonstrate to his FTO the OIT's knowledge of community policing techniques and crime patterns in the district and his beat.
- C. The OIT also needs to recognize new problems and/or situations that can be solved using community policing techniques and develop a plan to resolve them. This can include solving the problem on his own or referring the situation to other district resources if it is too involved to be handled by patrol officers.
- D. The FTO must familiarize the OIT to the operations of the Street Crimes Unit in that district.

The OIT has a basic understanding of community policing techniques and is familiar with the problem areas in this district and his beat.

5. Courtroom Procedures:

Attend a practical application session with a motor officer. Associate street procedures with the requirements of presenting a case in court, with and without a prosecutor present. Discuss differences/similarities between city and superior court.

Motor Ofc. Signature _____ Date of shift worked _____

The OIT has completed all Phase II requirements in addition to demonstrating proficiency in each area.

OIT's Signature _____ FTO's Signature _____

Sgt's Signature _____

If the OIT has completed all of the requirements of Phase II and is proficient at those requirements, the OIT may be released to Phase III prior to the FTO/Phase Change meeting. The FTO Administrative Officer for that district and the FTO Class Sergeant must approve the early release.

Date: _____ The FTO Sergeant and/or the FTO Administrative Officer have been notified on the OIT's early release from Phase II.

PHASE III - MANDATORY LEARNING REQUIREMENTS

Limbo Day Expectation Checklist

Station Orientation – if a new substation

| |
|--|
| A. Location of supplies and forms |
| B. Completed paperwork disposition |
| 1. Logs, reports, hold basket, in custody logs |

| |
|--|
| Discuss lunch breaks: bring lunch, eat out |
| Pet peeves (will not affect DOR scores unless they are SEG related) |
| Discuss FTO's teaching style |
| Ask OIT his weaknesses/strengths |
| How to handle calls: What will be the FTO's involvement How will FTO act in emergency situations |
| Discuss Code 3 driving |
| Expectations of OIT in control of conflict-physical skill (fights) |
| Goals: What are the OIT's goals for this phase? What are the FTO's goals for this phase? |
| OIT's personal info: Family life: Married? Kids? Where does OIT live? Prior jobs |
| Exchange phone numbers: OIT's FTO's Sergeant |
| Other issues that the FTO and/or OIT believe to be relevant. |

1. **OPTIONAL: The OIT may complete a 3-hour ride with the Air Unit prior to the end of Phase III.** If you wish to schedule an OIT for a ride, call Willow at x3775 well in advance. The times are 0900 and 1900 hours.

Air Unit officer Signature _____ Date of shift worked _____

2. **The OIT must complete one shoot at the Mesa P.D. range by the end of Phase III.**

FTO's Signature _____ Date of shoot _____

PHASE III - MANDATORY LEARNING REQUIREMENTS (continued):

3. The OIT must complete two shifts with a Motor FTO by the completion of Phase III.

Concentration is on DUI detection and proper DUI traffic stop procedures during this shift. Explain the difference between DUI Task Force traffic stops and patrol traffic stops.

If any DUI arrests are made during this shift, FTO Motor shall work with OIT to process DUI from start to finish, including completing the report prior to the end of that shift. A maximum of two DUIs per shift is allowed.

Motor FTO Signature _____

Date of shift worked _____

Motor FTO Signature _____

Date of shift worked _____

4. OIT must complete at least 6 DUIs and demonstrate proficiency by the end of Phase III.

DUIs taken in 1st or 2nd phase count and should be logged. OITs may also take DUIs from other officers that are not DRE cases. DRE cases that are on-views count toward the total. Additionally, no more than 2 of the 6 DUIs can involve a suspect that requires a foreign language interpreter.

DUIs

| | DATE | DR NUMBER | FTO | On-view vs. Hand-over |
|---|------|-----------|-----|--|
| 1 | | | | <input type="checkbox"/> On-view <input type="checkbox"/> Hand-over <input type="checkbox"/> Motor FTO |
| 2 | | | | <input type="checkbox"/> On-view <input type="checkbox"/> Hand-over <input type="checkbox"/> Motor FTO |
| 3 | | | | <input type="checkbox"/> On-view <input type="checkbox"/> Hand-over <input type="checkbox"/> Motor FTO |
| 4 | | | | <input type="checkbox"/> On-view <input type="checkbox"/> Hand-over <input type="checkbox"/> Motor FTO |
| 5 | | | | <input type="checkbox"/> On-view <input type="checkbox"/> Hand-over <input type="checkbox"/> Motor FTO |
| 6 | | | | <input type="checkbox"/> On-view <input type="checkbox"/> Hand-over <input type="checkbox"/> Motor FTO |
| 7 | | | | <input type="checkbox"/> On-view <input type="checkbox"/> Hand-over <input type="checkbox"/> Motor FTO |
| 8 | | | | <input type="checkbox"/> On-view <input type="checkbox"/> Hand-over <input type="checkbox"/> Motor FTO |

PHASE III - MANDATORY LEARNING REQUIREMENTS (continued):

5. **OIT must complete at least six accidents and demonstrate proficiency by the end of Phase III.**
 Accidents taken in 1st or 2nd phase count and should be logged.

ACCIDENTS

| | DATE | DR NUMBER | FTO |
|---|------|-----------|-----|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

6. **OIT must complete 5 Field Interview cards originating from consensual contacts. The OIT must show proficiency in contacting citizens and knowing the legal limitations of this type of contact by the end of Phase III. (This requirement cannot be met by F.I. cards logged in phase I.)**

| | F.I. DATE | DR NUMBER | FTO |
|---|-----------|-----------|-----|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

PROFICIENT

NOT PROFICIENT

7. Community Policing Techniques:

- A. During the first week of this phase, the FTO must discuss community policing techniques/COMPSTAT and crime patterns in the district and specifically the beat they are assigned.
 - B. The OIT must then demonstrate to his FTO the OIT's knowledge of community policing techniques and crime patterns in the district and his beat.
 - C. The OIT also needs to recognize new problems and/or situations that can be solved using community policing techniques and develop a plan to resolve them. This can include solving the problem on his own or referring the situation to other district resources if it is too involved to be handled by patrol officers.
 - D. The FTO must familiarize the OIT to the operations of the Street Crimes Unit in that district.
- The OIT has a basic understanding of community policing techniques and is familiar with the problem areas in this district and his beat.
8. The pre-booking MCSO paperwork procedure at MPD jail is required. This may necessitate booking a suspect on another officer's case. Case Number _____

OPTIONAL: Complete a booking at the MCSO Southeast Jail or 4th Ave. Jail by the end of Phase III

FTO Signature _____ Date of shift worked _____

The OIT has completed all Phase III requirements in addition to demonstrating proficiency in each area. The OIT is ready to function as a solo officer.

OIT's Signature _____ **FTO's Signature** _____

Sgt's Signature _____

If the OIT has completed all of the requirements of Phase III and is proficient at those requirements, the OIT may be released to Phase IV prior to the FTO/Phase Change meeting. The FTO Administrative Officer for that district and the FTO Class Sergeant must approve the early release.

Date: _____ The FTO Sergeant and/or the FTO Administrative Officer have been notified on the OIT's early release from Phase III.

PHASE IV - MANDATORY LEARNING REQUIREMENTS

1. OIT must generate a minimum of two on-view cases during the first 2 weeks of Phase IV.

Criteria for an on-view case for FTO Checklist purposes:

- OIT's must investigate suspicious circumstances. (Criminal, traffic, and civil all apply)
- Find the on-view without having the activity pointed out by the FTO or another officer.
- DCIs are preferred, however supplements to previous cases also apply, such as warrant arrests and stolen vehicles.
- An arrest (in custody or cite and release) is not necessary.
- The FTO on the scene with the OIT has the responsibility to decide if the case qualifies as an on-view for Phase IV.
- Only on-view cases generated in Phase IV shall be logged.

LIST THE DATE, DR NUMBER, AND FTO FOR ON-VIEW CASES

| | DATE | DR NUMBER | TYPE OF CASE | FTO |
|---|------|-----------|--------------|-----|
| 1 | | | | |
| 2 | | | | |

PROFICIENCY FOR ON VIEW CASES

PROFICIENT

NOT PROFICIENT

NOTE: The completion of two on-view cases is the minimum for passing Phase IV and progressing to solo officer status. The FTO may continue to ride with the OIT after the completion of two on-view cases at the discretion of the FTO and as needed.

The OIT has completed all Phase IV requirements in addition to demonstrating proficiency in each area. The OIT is ready to function as a solo officer.

OIT's Signature _____ **FTO's Signature** _____

Sgt's Signature _____

If the OIT has completed all of the requirements of Phase IV and is proficient at those requirements, the OIT may be released to Solo Status. The FTO Administrative Officer for that district and the FTO Class Sergeant must approve the early release.

Date: _____ The FTO Sergeant and/or the FTO Administrative Officer have been notified on the OIT's early release to Solo Status.

NOTE: OIT Books and FTO Binders must be completed, signed off, and brought to FTO Office when complete or during Week 17 at the latest.

Experience on specific types of calls

Place a "P", "B", or "E" in the check boxes when the OIT is involved in a listed type of call either as a primary officer or a back-up officer. Include the Phase # following the first hyphen. If the OIT writes the primary report on the incident, list the case #, and FTO of only the first report of a listed type in the three boxes to the right. These are not mandatory requirements and there are no minimum or maximum amounts to obtain.

| Offense Reports | On the left side of the hyphen, place a "P" in box if "Primary" on call. Place a "B" in box if "Back-up" on call. In the middle, indicate the Phase #. If it was an E-Call, place an E after the last hyphen. | | | | | Case # | FTO |
|---------------------------------------|---|---|---|---|---|--------|-----|
| Abandoned vehicle | - | - | - | - | - | | |
| Assault | - | - | - | - | - | | |
| Burglary | - | - | - | - | - | | |
| Child Molest | - | - | - | - | - | | |
| Child Abuse | - | - | - | - | - | | |
| Criminal Damage | - | - | - | - | - | | |
| Custodial Interference | - | - | - | - | - | | |
| Death Investigation | - | - | - | - | - | | |
| Disorderly Conduct | - | - | - | - | - | | |
| Domestic Violence | - | - | - | - | - | | |
| Found Property | - | - | - | - | - | | |
| Fraud/Forgery | - | - | - | - | - | | |
| Homicide | - | - | - | - | - | | |
| Indecent Exp./Public Sexual Ind. | - | - | - | - | - | | |
| Missing Person | - | - | - | - | - | | |
| Narcotics | - | - | - | - | - | | |
| Order of protection service | - | - | - | - | - | | |
| Order of protection violation | - | - | - | - | - | | |
| Robbery | - | - | - | - | - | | |
| Sexual Assault | - | - | - | - | - | | |
| Sexual Conduct with a minor | - | - | - | - | - | | |
| Shoplifting | - | - | - | - | - | | |
| Stolen Vehicle Recovery - Tow request | - | - | - | - | - | | |
| Suicide | - | - | - | - | - | | |
| Suspended Driver's License | - | - | - | - | - | | |
| Theft | - | - | - | - | - | | |
| Theft-Stolen Vehicle | - | - | - | - | - | | |
| Warrant Arrest-FOJ | - | - | - | - | - | | |
| Warrant Arrest-Mesa | - | - | - | - | - | | |

| Locations to visit | Date | FTO |
|--|-------------|------------|
| Southeast Adult Jail (review procedures) | | |
| Southeast Juvenile | | |
| 4 th Ave. Jail | | |
| Mayfield Center | | |
| META | | |
| EVAC (Community Bridges) | | |
| CID | | |
| Center Against Family Violence (review procedures) | | |
| City Court | | |

| Type of Form | Date | Case # | FTO |
|--------------------------------------|-------------|---------------|------------|
| Juvenile Referral | | | |
| Juvenile Miranda | | | |
| Victim's Rights Information Pamphlet | | | |
| Victim's Rights form - state form | | | |
| Citizen Property Mail-In Form | | | |
| OME Tag/Dead Body | | | |
| Written Statement - Witness | | | |
| Written Statement - Suspect | | | |
| Abandoned Vehicle Red Tag | | | |
| Crime Scene Log | | | |
| Long form Complaint | | | |

QUIZZES

(Optional)

Retrieve and print the appropriate quiz by accessing the file on the FTO InsideMesa page.

The answer sheet for the corresponding quiz is a similarly named file with “answers” at the end of the quiz name.

Quizzes are not to be filed in the workstation file.

The quizzes are to be given to the OIT as a reference tool.

| | | |
|--------------------------------|-------|------|
| Quiz on Statute of Limitations | Date: | FTO: |
| Quiz on Trespass/Burglary | Date: | FTO: |
| Quiz on Criminal Damage | Date: | FTO: |
| Quiz on Theft | Date: | FTO: |
| Quiz on Disorderly Conduct | Date: | FTO: |
| Quiz on Assault | Date: | FTO: |
| Quiz on Kidnapping | Date: | FTO: |
| Quiz on Traffic Codes | Date: | FTO: |
| Quiz on Sex Offenses | Date: | FTO: |
| Quiz on Robbery | Date: | FTO: |
| Quiz on Liquor Violations | Date: | FTO: |
| Quiz on City Codes | Date: | FTO: |
| Quiz on Homicide | Date: | FTO: |
| Quiz on Arson | Date: | FTO: |

