



## **LINCOLN POLICE DEPARTMENT GENERAL ORDERS**

**NUMBER:** 1320  
**TOPIC:** FIELD TRAINING PROGRAM  
**ISSUED BY:** MICHON MORROW, CHIEF OF POLICE  
**DATE:** 01-01-2025  
**SUPERSEDES:** G.O. 1320, 2023  
**REFERENCE:**

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### **I. POLICY**

The Lincoln Police Department is committed to provide the city of Lincoln with high quality professional police officers. The Field Training Program serves as a transition from academy training of new officers to their initial assignment. The purpose of the program is twofold: first, to provide new officers with practical field training and personal instruction; and second, to evaluate their performance in order to determine remedial training needs and assess their fitness for continued employment beyond the probationary period.

### **II. PROCEDURE**

#### **A. Initial Academy Training (33.4.1)**

1. Officers shall graduate from a certified Nebraska law enforcement academy prior to engaging in any law enforcement duties.
2. Officers who have prior entry level training in another state must receive certification from the Nebraska Commission on Law Enforcement and Criminal Justice.

#### **B. Field Training Program Description**

1. The Education and Personnel Unit will administer the Field Training Program. An officer in the unit will serve as the field training coordinator. The Field Training Program consists of three components of training progression:
  - a. Phase I consists of attending and successfully completing the approved State of Nebraska Lincoln Police Training Academy.
  - b. Phase II consists of several rotations during which recruit officers are assigned to different field training officers to broaden their experience and exposure to a variety of shifts, areas and individual FTOs. (33.4.3)
  - c. Phase III consists of two-to-four weeks of final field training during which the overall preparation of the recruit for retention and solo assignment will be assessed. The recruit officer will be assigned calls for service as a solo officer, with supervision from the FTO as needed.
2. Field training officers will evaluate recruit performance on a daily basis using the Daily Observation Report. Standard evaluation guidelines are utilized by FTOs completing the daily evaluations. (35.1.3)
3. Recruit officers are required to successfully complete scheduled unit exams with a minimum score of 75%.
4. A failure of any two of these examinations may result in a recommendation for termination.
5. A minimum acceptable level of performance is necessary before the recruit officer advances to the next phase of the program.

#### **C. Field Training Officer Selection (33.4.3)**

1. Notice of the FTO selection process will be posted for 10 days. Information regarding the selection process will be placed on the job announcement. To be eligible for the position:
  - a. Officers must have three years of law enforcement experience, at least two years as a Lincoln police officer.

- b. Officers must be eligible for assignment to a uniformed position, on a police team, within one calendar year of appointment to FTO.
- 2. An application and specialized position questionnaire must be submitted to the Education and Personnel Unit.
- 3. Elements of the selection process for field training officers will be determined by the Education and Personnel Unit, and will include, at the minimum:
  - a. An assessment of the candidates' past performance;
  - b. An assessment of the qualifications that prepare the candidates for individualized training, coaching, and evaluation of new officers.
- 4. The appointments to FTO will be made by the chief of police.
- 5. The appointment to FTO will be a four-year term unless selected during a supplemental FTO selection process; however, there are circumstances where an officer may be removed from the list or made 'inactive.' Those circumstances include:
  - a. Promotion,
  - b. Assignment to a non-uniform specialized unit,
  - c. Unsatisfactory performance or disciplinary issues,
  - d. At the request of the FTO.
- 6. A supplemental FTO selection process will be used to supplement the active FTO list as the need for additional FTOs arises.

#### D. Responsibilities of Field Training Officers

- 1. Field training officers are responsible for the supervision and evaluation of assigned recruit officers. Additional duties include:
  - a. Counseling recruits on their job performance;
  - b. Identifying and communicating to the FTO coordinator problems with the recruit's job performance;
  - c. Making recommendations for remedial training;
  - d. Training recruits on unit curricula;
  - e. Participating in meetings scheduled by the FTO coordinator;
  - f. Meeting all reporting responsibilities that include completion of the Daily Observation Report. Daily reports must be completed prior to end of the FTO's duty shift. (33.4.3)
- 2. Officers selected as FTOs are required to complete a minimum of eight (8) hours of training on the Field Training Program and related fields. The Instructor Development course must also be completed prior to or within one (1) year of appointment as an FTO. (33.4.3)
- 3. An FTO may be relieved of the assignment for good cause.

#### E. Field Training Coordinator (33.4.3)

- 1. The FTO coordinator will be appointed by the chief of police and is an FTO by virtue of this appointment. They will serve as coordinator for a three-year term under the direction of the commanding officer of the Education and Personnel Unit. Upon the completion of this term, the coordinator will have the option of remaining an FTO until the current FTO list expires.
- 2. The coordinator will be responsible for the overall administration of the Field Training Program, including the following duties:
  - a. Monitoring the performance of FTOs relating to their field training duties;
  - b. Coordinating appropriate training for FTOs;
  - c. Counseling recruits and FTOs regarding their performance;
  - d. Developing and suggesting remedial training for recruits when necessary;
  - e. Scheduling the assignment of recruits to FTOs;
  - f. Monitoring the progress of recruit performance and maintaining records;
  - g. Making recommendations regarding the employment status of recruits.