New Hire and FTO Completion Training

303.1 PURPOSE

Our Department provides training to newly hired officers, and this training is commonly referred to as 'New Hire' training. The purpose of the New Hire training is to prepare the new officer to successfully begin our Department's Field Training Program.

The FTO Completion Training will provide greater understanding and context of how the different divisions in our Department work to support our collective mission. This training will also allow for nuanced training that is not necessary for officers entering the Field Training Program (FTP), but is beneficial for new, solo officers.

303.2 SCOPE

The scope of the New Hire training is training designed to prepare new officers for successful entry to our Department and our Field Training Program. The New Hire training has three main focuses: Administrative, Mandatory Training, and Department Prioritized Training.

The scope of the FTO Completion training is to bolster officers' perspectives of the entire department and how the various divisions and specialty units complement one another. It is not intended to replace training from the FTP; instead, it is meant to build upon the educational foundation established in Field Training.

303.3 NEW HIRE TRAINING OVERSIGHT

The New Hire Training is the responsibility of Support Services, with overall coordination and scheduling resting with the Training Manager. Responsibility for coordination for specific blocks of curriculum may rest with staff other than the Training Manager, as listed below:

- Defensive Tactics (DTAC)/Conducted Energy Devices (CED)/MILO – Use of Force Program Supervisors
- Firearms – Rangemaster Program Supervisors
- Driving - EVOC Supervisors
- Report Writing/Policy Review/RIMS/FTP Expectations – Field Training Program Leadership
- All others – Training Manager

303.4 NEW HIRE TRAINING STRUCTURE

The New Hire training has three main focuses, which are Administrative, Mandated Training, and Department Priority Training. These three areas cover the following topics:

- Administrative
    - Access to core technology platforms (email, voicemail, Lexipol, Evidence.com, RIMs, CalPhoto, proper key card access for building, etc)

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- Required training, testing, and coordination (ICS, CLETS, POST EDI #, South Bay Regional Public Safety Training Consortium registration, etc)
- On-boarding (Swearing-In ceremony, New Hire luncheon, POA introduction, etc)
- Equipment Issuance

- Mandatory Training
  - DTAC
  - Firearms
  - CED
  - PAS Device
  - CIT/Mental Health/De-escalation
- Department Priority Training
  - Report Writing
  - Driving
  - MILO Force Option Simulator
  - Medical – First Aid & Narcan
  - FTO Program & Expectations
  - Evidence Collection
  - Major Policies Review (to include testing afterwards)

    #300 - Use of Force

    #309 - Conducted Energy Device

    #312 - Firearms

    #314 - Vehicle Pursuits

    #316 - Officer Response to Calls

    #328 - Discriminatory Harassment

    #340 - Standards of Conduct

    #342 - Information Technology Use

    #344 - Report Preparation

    #386 - Off-Duty Law Enforcement Actions

    #391 - Department Use of Social Media

    #700 - Department Owned and Personal Property

    #1012 - Alcohol and Drug Use

    #1058 - Employee Speech, Expression, and Social Networking

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303.5 NEW HIRE TRAINING CURRICULUM

Topic	How Long	Who Responsible?	Reason for Instruction
Range (Pistol, Shotgun, Rifle)	20 hours	Rangemaster	PC 33220(b)
Report Writing	4 hours	FTP	Top 5 areas for improvement for new hires
Major policies review	4 hours	FTP	Department priority
FTO Program/ Expectations	1 hour	FTP	Department priority
RIMs	2 hours	FTP	Department priority
Evidence collection	3 hours	Training Mgr	Department priority
POA introduction	1 hour	Training Mgr	Department priority
Intro/Administrative/ Luncheon	4 hours	Training Mgr	Department priority
ICS/CLETS/etc	2 hours	Training Mgr	City of San Mateo OES
Access & IT set-up	4 hours	Training Mgr	Department priority
CIT/Mental Health (NEW)	3 hours	Training Mgr	PC 13515.28
First Aid/Tourniquet/ Narcan	1 hour	Training Mgr	Department priority
Defensive Tactics	6 hours	Use of Force	Lexipol Policy 300.8
CEW/Taser	6 hours	Use of Force	Vendor guideline
MILO Force Simulator	4 hours	Use of Force	Top 5 areas for improvement for new hires
Driving	4 hours	EVOC	Top 5 areas for improvement for new hires
Total Length	69 hours		

303.6 FTO COMPLETION TRAINING

The FTO Completion training is to be provided after the new officer completes the Field Training Program. When possible, this training should be conducted at a time to allow multiple officers recently completing FTO to attend. If necessary, this training will be completed separate from the regular work days of the officer(s) in question to limit the impact to Patrol staffing.

303.7 FTO COMPLETION TRAINING OVERSIGHT

The FTO Completion Training is the responsibility of the Support Services Division, with ultimate responsibility for coordination and scheduling resting with the Support Services Lieutenant, or their designee. Responsibility for coordination for specific blocks of curriculum will rest with staff from the respective division involved as determined by that Division's manager (ie: Investigations training will be coordinated by the Investigations Lieutenant or their designee). The Training

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Manager will maintain copies of the curriculum from the various divisions that provide FTO Completion training.

303.8 FTO COMPLETION TRAINING CURRICULUM

Topic	How Long	Reason
Administrative	1	Training Scheduling (Essential 4 classes: CIT, SFST, DAR, I&I), Advanced Database Access (TLO, etc), FTP evaluations
Community Engagement	1	Overall understanding
Community Policing/DTU	1	Overall understanding
CRU	1	Overall understanding
Dispatch	1	Overall understanding
Ergonomic Assessment	.5	Officer Wellness
Investigations	1	Overall understanding
Meal break	.5	N/A
Property/Evidence	1	Overall understanding
Records	1	Overall understanding
Traffic	1	Overall understanding
YSU/PAL	1	Overall understanding
Total Length	**11 hours**	

303.9 NEW HIRE AND FTO COMPLETION TRAINING CURRICULUM REVIEW

This Protocol and the training curriculum for both the New Hire Training and FTO Completion Training will be reviewed on an annual basis with the Support Services Lieutenant, the Training Manager, representatives from the Field Training Program leadership team, and representatives from the divisions that provide training to ensure that all mandated, administrative, and Department prioritized needs are met to best position our new officers for success.

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