



## *Kern County Sheriff's Office* **Policies and Procedures**

TITLE: FIELD TRAINING PROGRAM		NO: M-500	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: June 11, 2004	REVIEWED: 02/06/2025	REVISED: 02/06/2025	UPDATED: 02/06/2025

### **POLICY**

It is the policy of the Kern County Sheriff's Office to hire and retain only the most competent officers. The patrol function is complex and demanding and requires special training beyond what is acquired in the basic academy. The Sheriff's Office will operate a California POST-certified Field Training Officer (FTO) Program under the direction of the Field Training Program Supervisor to ensure all personnel engaged in field operations are properly prepared and qualified to do so. Personnel receiving an initial assignment to field operations will first complete the Field Training Program. Field operations shall mean patrol, detectives, special enforcement, civil, or any other assignment outside the detention facilities or court security where the deputy will perform any or all the following duties:

- Investigate crimes
- Make detentions or arrests
- Conduct searches
- Respond to calls for service or act as a backup unit
- Any other patrol or investigative function

Detailed procedures and requirements concerning the Field Training Program are contained in the Field Training Manual. The Field Training Program supervisor will ensure the manual is kept current and in compliance with the Commission on POST guidelines.

### **PROCEDURE A - ASSIGNING DEPUTIES TO THE FIELD TRAINING PROGRAM**

It is the policy of the Kern County Sheriff's Office that all deputy sheriffs will be assigned to the Field Training Program before assignment to the Law Enforcement Bureau. However, deputy sheriffs are frequently assigned to the Detentions Bureau upon being hired. Because the utility of personnel who have not been through the Field Training Program is limited, the Sheriff's Office will attempt to assign these personnel to the Field Training Program as staffing, fiscal constraints, and time allows.

Deputy sheriffs who are assigned to the Detentions Bureau or Court Services but have not yet been assigned to the Field Training Program will be temporarily assigned to the Field Training Program as staffing allows.

- The Field Training Program supervisor will coordinate with the Downtown Services Division in assigning these deputies to the Field Training Program.

- Absent being transferred while undergoing field training, the deputy will return to his or her prior assignment after successfully completing the Field Training Program. Upon transferring to an Operations Bureau assignment, deputy sheriffs will be assigned TDY to the Field Training Program.
- Deputies who transfer to a permanent operations assignment via the Field Training Program but fail to pass the program on their initial attempt will transfer back to their previous Bureau (Detentions) immediately after dismissal from the program, pending permanent assignment by the affected division commander or lieutenant. Probationary employees who fail Field Training will fall under Directive A.

**PROCEDURE B – FIELD TRAINING PROGRAM GRADUATES NOT ASSIGNED TO FIELD POSITIONS**

Absent an emergency situation, personnel at the rank of senior deputy and below who have not had continued regular exposure to field operations during the previous 365-day period will not be authorized to work in a solo-patrol capacity or other field operation assignment except when assigned to work with a deputy who has been permanently assigned to the field assignment.

- Continued, regular exposure shall mean a minimum of 120 hours during the preceding 365-day period. Because many of the skills involved in fieldwork are perishable, the 120 hours must be distributed as evenly as possible throughout the year.
  - The Detentions Bureau managers will make arrangements, as staffing allows, for deputies under their command who have graduated from the FTO Program to work one shift in a patrol assignment on a monthly basis. For the purposes of this section, a patrol assignment is defined as working as a general beat car in the Metropolitan Patrol Division or any Substation.
- Personnel who return to a field operations assignment after an absence for any reason that exceeds 365 calendar days without continued exposure as described above shall make that return via successful completion of the Field Training Program. When a supervisor has reason to believe that an employee who has been absent from field operations for less than 365 days may benefit from a return to Field Training, the supervisor may make a written request to that effect to his or her Division Commander through the chain of command.
- The Field Training Program supervisor can consider a modified/accelerated Field Training Program for staff who have previously passed a POST-approved Field Training Program. This includes lateral deputies. The training period for a lateral deputy may be modified depending on the trainee’s demonstrated performance and level of experience. Such consideration will be evaluated by the Field Training Program Supervisor and a memorandum from the First Phase Field Training Officer after completion of the First Phase of the program.

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- Similarly, personnel who are promoted to the rank of senior deputy from a non-patrol assignment and failed to maintain the FTO status per the procedure outlined above will be assigned TDY to the Field Training Program for an evaluation period. The evaluation will be completed by a certified Field Training Officer and under the supervision of the Field Training Program Coordinator or their designee to ensure the employee is able to function at the standard of a competent solo-beat deputy prior to taking their assignment as a senior deputy in an Operations Bureau assignment. This evaluation period will be, minimally, two weeks. After the initial evaluation period, the Field Training Officer responsible for the evaluation will make a recommendation of successful completion or the necessity for additional training to the Field Training Program Coordinator.
  - Nothing from the above-listed paragraph will circumvent any Internal Affairs disciplinary determination of re-entry into the full Field Training Program for previously certified personnel.

**DIRECTIVE A - TENURED EMPLOYEES**

Absent the circumstances described in Procedure A or other compelling reason(s), non-probationary personnel who fail to complete the Field Training Program for performance reasons will not be returned to the Field Training Program for a period of 24 months (2 years).

- Compelling reasons include but are not limited to proof of having corrected a noted deficiency, such as attending a college course to correct report writing deficiencies or the employee has been promoted, and the resulting assignment requires field training. Employees can author a memorandum noting the corrected deficiencies addressed to the Personnel Commander and submit it to Human Resources via email ([sheriffhr@kernsheriff.org](mailto:sheriffhr@kernsheriff.org)). This memorandum can be taken into consideration during transfers.
- Probationary personnel who fail the Field Training Program are subject to at-will termination.

**DIRECTIVE B – QUARTERLY MEETINGS**

The Field Training Program is required to hold, at minimum, quarterly meetings throughout the year. This policy ensures that the Field Training Officers meet regularly to ensure consistency within the Program and high-quality training. These meetings shall be mandatory.

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## **DIRECTIVE C – FIELD TRAINING OFFICER QUALIFICATIONS**

Field Training Officer applicants must meet the following standards to be considered for appointment to the position:

- Possess a Basic POST Certificate
- Have at least 18 months of experience working in a patrol assignment, one (1) year of which shall be with the Kern County Sheriff's Office.
- A recommendation and approval of their commander via their chain of command.
- A "Standard," or better rating on their last Employee Performance Review (EPR).

Qualifications for the position of Detentions Training Officer can be located under DBPPM J-400.

## **PROCEDURE C – COMMUNITY SERVICE TECHNICIAN (CST) FIELD TRAINING**

It is the policy of the Kern County Sheriff's Office that Community Service Technicians (CST) will participate in training with an experienced CST and under the supervision of the Metropolitan Patrol Administrative Sergeant.

The training will minimally include an evaluation of the CST's performance by experienced staff as deemed appropriate by the Metropolitan Patrol Administrative Sergeant. At the conclusion of the evaluation period, the staff assigned to train the CST will be responsible for determining whether the CST is performing the job duties in a satisfactory manner. If additional training is required, it will be at the discretion of the Metropolitan Patrol Administrative Sergeant or their designee.

The evaluation period will consist of a 12-week period. If a CST is excelling prior to the completion of the 12-week period, the CST can be graduated earlier than 12 weeks at the discretion of the Metropolitan Patrol Administrative Sergeant or their designee.

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