



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

TITLE: FIELD TRAINING PROGRAM (FTP)		NO: M-500	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: June 11, 2004	REVIEWED: 08/19/2025	REVISED: 08/19/2025	UPDATED: 11/17/2025

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 Program under the direction of the FTP Supervisor/Administrator/Coordinator (SAC) 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 FTP. 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 FTP SAC 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 FTP before assignment to a unit which requires the deputy to have successfully completed a POST certified FTP. However, deputy sheriffs are frequently assigned to units which do not require the successful completion of a POST certified FTP upon being hired. Because the utility of personnel who have not been through the FTP is limited, the Sheriff's Office will attempt to assign these personnel to the FTP as staffing, fiscal constraints, and time allows.

Deputy sheriffs who receive an assignment that does not require the successful completion of a POST certified FTP, and have not yet been assigned to the FTP, will be temporarily assigned to the FTP as staffing allows.

- The FTP SAC will coordinate with the effected command staff in assigning these deputies to the FTP.

- Absent being transferred while undergoing field training, the deputy will return to his or her prior assignment after successfully completing the FTP. Upon transferring to an assignment which requires the deputy to have successfully completed a POST certified FTP, deputy sheriffs will be assigned TDY to the FTP.
- Deputies who transfer to a permanent operations assignment via the FTP but fail to pass the program on their initial attempt will transfer back to their previous Bureau 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

Personnel who have successfully completed a POST certified FTP and who are being assigned to a field operations assignment after being assigned to a non-patrol assignment or after a prolonged absence for any reason, may request to be assigned temporarily to the FTP for an evaluation period. Similarly, personnel who are promoted to the rank of senior deputy from a non-patrol assignment may also be assigned temporarily to the FTP for an evaluation period. Additionally, when a supervisor has reason to believe that an employee who has been absent from field operations may benefit from an evaluation period, the supervisor may make a written request to their Division Commander through the chain of command.

The evaluation will be completed by a certified FTO and under the supervision of the FTP SAC or their designee to ensure the employee is able to still function at the standard of a competent solo-beat deputy upon being reassigned to a field operations assignment. This evaluation period will be, minimally, two weeks. After the initial evaluation period, the FTO responsible for the evaluation will make a recommendation of successful completion or the necessity for additional training to the FTP SAC.

Nothing from the above-listed paragraph will circumvent any Internal Affairs restrictions or disciplinary determination of re-entry into the full FTP for previously certified personnel.

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.

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- 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.

DIRECTIVE A - TENURED EMPLOYEES

Absent the circumstances described in Procedure A or other compelling reason(s), non-probationary personnel who fail to complete the FTP for performance reasons will not be returned to the FTP 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 Administrative Services Division Commander and submit it to Human Resources via email (sheriffhr@kernsheriff.org). This memorandum can be taken into consideration during transfers.
- Probationary personnel who fail the FTP are subject to at-will termination.

DIRECTIVE B – QUARTERLY MEETINGS

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

DIRECTIVE C – FIELD TRAINING OFFICER QUALIFICATIONS

FTO 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).
- No sustained discipline at the level of written reprimand or higher within the previous 12 months.

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