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## **PARAMUS POLICE RESERVE FIELD TRAINING PROGRAM**

### **WHY HAVE A FIELD TRAINING PROGRAM ?**

When a person is hired as a reserve police officer, he or she is traditionally sent to the classroom for basic training. This training, which is by far the most complex training undertaken by this police reserve unit, is aimed at providing the newly hired recruit with a basic competency to perform as a reserve patrol officer.

However, the reserve recruit training a Paramus reserve officer receives leaves a wide gap between the classroom and the "real world". The classroom will not suffice in and of itself to adequately prepare the new reserve officer to understand his or her role in police work or how to fulfill it.

By having a field training program in place, a new recruit can be properly evaluated. Throughout the training program, a determination can be made on whether the new recruit has what it takes to be a reserve police officer.

### **THE FIELD TRAINING PROGRAM**

The field training program shall be for a period of six months after the new recruit graduates from the academy. During the training program, the recruit will be permitted to ride with only members of the staff as well as a certified FTO. However, a Field Training Officer will be assigned to each recruit and for the first 8 weeks of the program the recruit will ride only with their Field Training Officer. This will ensure that proper procedure is followed in all areas, as well as the recruit being prepared to perform the duties of a reserve patrol officer.



***Paramus Police Reserve  
FTO Program***

Page 2

**TOUR #1**

***Introduction:***

Explain the importance of the field training program and stress the importance of the instruction. Let the recruit know that your expectations of their performance are high and you are confident that they possess the ability to master the necessary skills. Place the recruit at ease, and establish a rapport for good communication and prepare them to learn.

***Demonstration:***

Designate the recruit to be the back up officer and have him or her ride as the passenger. The Field Training Officer is to handle all assigned calls and demonstrate the proper methods and techniques of operation. The recruit is to observe and be provided with the opportunity to ask questions. Each call should be reviewed after completion.

***Topics:***

The areas that should be covered include where the recruit will meet the Field Training Officer (Hereafter referred to as the FTO); filling out the computer sheet in headquarters; picking up radios, keys and flashlights; checking the patrol unit for equipment; report writing and radio procedures.

**TOURS #2 - #15**

***Application:***

The recruit applies his or her training to actual situations and handles all assigned calls. The FTO rides as the passenger and provides back up, technical support, answers the recruits questions and evaluates his or her performance. The recruit is to bring his FTO Program as well as an evaluation. The evaluations will be maintained by the recruit and will be submitted to the FTO at the completion of the program.

**TOURS #16 - #18**

The recruit will now begin riding with other staff officers for further evaluation. During this period, each staff officer will fill out an evaluation of the recruit and return it to the recruit.

Upon completion of the program, the FTO will compile the evaluations he has prepared, as well as the evaluations of the other staff members. If the recruit has demonstrated proficiency in all areas, a final written exam will be administered by the FTO for promotion to the rank of Patrolman Third Class.



**Paramus Police Reserve  
FTO Program**

Page 3

Trainee \_\_\_\_\_  
FTO \_\_\_\_\_

**FIELD TRAINING OFFICER SYLLABUS**

CHECK UPON COMPLETION

Personal Characteristics

- x \_\_\_\_\_ personal hygiene
- x \_\_\_\_\_ uniform
- x \_\_\_\_\_ equipment
- x \_\_\_\_\_ promptness

Personal Conduct

- x \_\_\_\_\_ with the public
- x \_\_\_\_\_ with co-workers
- x \_\_\_\_\_ command presence

Patrol Preparation

- x \_\_\_\_\_ vehicle inspection
- x \_\_\_\_\_ equipment check

Patrol Functions

- x \_\_\_\_\_ traffic direction
- x \_\_\_\_\_ driving with emergency lights and sirens
- x \_\_\_\_\_ vehicle positioning at scenes
- x \_\_\_\_\_ routine patrol driving
- x \_\_\_\_\_ community relations



***Paramus Police Reserve  
FTO Program***

Page 4

Communications

- x \_\_\_\_\_ radio procedures
- x \_\_\_\_\_ signal code comprehension
- x \_\_\_\_\_ speaking on the radio

Operating Procedures

- x \_\_\_\_\_ patrol report writing
- x \_\_\_\_\_ accident report writing
- x \_\_\_\_\_ incident report writing

Patrol Procedures

- x \_\_\_\_\_ suspicious persons/vehicles
- x \_\_\_\_\_ fights, disturbances
- x \_\_\_\_\_ crowds
- x \_\_\_\_\_ accident response
- x \_\_\_\_\_ medical emergency response
- x \_\_\_\_\_ disabled vehicle approach
- x \_\_\_\_\_ knowledge of borough
- x \_\_\_\_\_ map/direction reading

Traffic

- x \_\_\_\_\_ directing at an accident
- x \_\_\_\_\_ flare lighting
- x \_\_\_\_\_ flare patterns
- x \_\_\_\_\_ directing in place of a traffic signal

Juvenile

- x \_\_\_\_\_ dispersing
- x \_\_\_\_\_ questioning
- x \_\_\_\_\_ contacting juvenile officers



***Paramus Police Reserve  
FTO Program***

Page 5

Driving Techniques

- x \_\_\_\_\_ routine patrol
- x \_\_\_\_\_ non-emergency calls
- x \_\_\_\_\_ emergency calls
- x \_\_\_\_\_ parking of patrol car

Organizational Procedure

- x \_\_\_\_\_ General orders
- x \_\_\_\_\_ Rules and Regulations
- x \_\_\_\_\_ SOP's
- x \_\_\_\_\_ report writing/neatness

De-briefing

- x \_\_\_\_\_ servicing the patrol car
- x \_\_\_\_\_ reporting problems

# PARAMUS POLICE RESERVE

Trainee \_\_\_\_\_

FTO/STAFF Member \_\_\_\_\_

Date \_\_\_\_\_

## FIELD TRAINING OFFICER EVALUATION FORM

1. ABILITY TO FOLLOW DIRECTIONS: Consider the speed and accuracy in understanding and executing oral and written instructions

unable                                      satisfactory                                      no difficulty

2. ABILITY TO LEARN: Consider the ability to improve through field experience.

unable                                      average                                      above average

3. ABILITY TO WORK WITH OTHERS: Consider the effect of the officer's ability to work with you.

unable                                      willing                                      exceptionally cooperative

4. ADAPTABILITY: Consider the ability and willingness to adapt to changing situations.

unable                                      willing to adapt                                      above average willingness

5. FIELD PROFICIENCY: Consider the application of prior training (preparation) to field situations.

cannot relate                                      requires average                                      requires minimal assistance  
theory to practice                                      assistance relating                                      in relating theory to practice  
theory to practice

6. JUDGMENT: Consider the ability to evaluate situations, consider alternatives and arrive at effective solutions.

needs excessive                                      average                                      minimal guidance  
guidance                                      guidance

7. PUBLIC CONTACT: Consider the results of the officer's contact with the public.

antagonistic                                      satisfactory                                      favorable responses

8. QUALITY OF REPORTS: Consider the ability to collect and evaluate information and the ability to translate that information into written form.

lacking in completeness,  
accuracy & legibility

satisfactory

exceptional with minimal  
direction

9. REACTION TO PRESSURE: Consider the ability to perform under pressure.

unsatisfactory  
under stress

acceptable

highly effective  
under stress

10. WORK ATTITUDE: Consider the extent of interest and enthusiasm in being a reserve officer.

not dedicated

interested in work  
and improvement

dedicated to the organization