



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-46 (Formerly 6-1-5) Effective: 05/31/2022 Review: 05/31/2023 Replaces: 04/13/2022

1-46 FIELD TRAINING AND EVALUATION PROGRAM (FTEP)

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[3-41 Complaints Involving Department Personnel](#)
[6-1 Training Division](#)

B. Form(s)

None

C. Other Resources(s)

City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)
Field Training and Evaluation Program (FTEP) Operational Manual

D. Rescinded Special Order(s)

None

1-46-1 Purpose

The purpose of the Field Training and Evaluation Program (FTEP) is to provide a standardized and objective program in order to facilitate an officer's transition from the academic setting to the actual performance of law enforcement duties. FTEP personnel shall ensure that new officers, lateral officers, and newly promoted supervisors develop the necessary technical and practical knowledge, skills, abilities, and attitudes required to perform their duties in accordance with Albuquerque Police Department (Department) policy and applicable law. FTEP personnel shall reinforce the Department's articulated values, core principles, and commitment to community-oriented policing. Field Training Officers (FTO) shall demonstrate the highest levels of competence, professionalism, impartiality, and ethics.

1-46-2 Policy

It is the policy of the Department to assign all new Police Service Aides (PSA), new sworn personnel, and all newly promoted sworn personnel to a structured FTEP that is designed to ensure that these participants possess all the knowledge, skills, abilities, and attitudes necessary proficiently to perform their duties. This policy is intended to define the roles, responsibilities, and qualifications for FTEP personnel and participants.

N/A 1-46-3 Definitions

A. Collateral Duty



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An assigned task or tasks that constitute secondary and supplemental responsibilities to the primary duty of the position.

B. Community-Oriented Policing

A policing philosophy that promotes and relies on collaborative partnerships between law enforcement agencies and the individuals and organizations that they serve in order to develop solutions to problems, increase trust in police, and improve the effectiveness of policing efforts.

C. Daily Observation Report (DOR)

A document used to record a trainee's performance, specific training, or instruction presented, and any other information of importance related to the trainee's activities in the FTEP during the training day.

D. Experienced Lateral Officer

An officer previously certified as an officer, with law enforcement experience who after graduating from the Academy Division, holds the rank of Police Officer 2nd Class, but has not completed on-the-job training (OJT).

E. Field Training and Evaluation Program (FTEP)

The Department's program for newly hired officers that is designed to develop, structure, and provide on-the-job (OJT) and refresher training.

F. Field Training and Evaluation Program (FTEP) Coordinator

A lieutenant who is responsible for overseeing the entire program.

G. Field Training and Evaluation Program (FTEP) Operational Manual

A comprehensive, step-by-step manual, which provides detailed information for all aspects of the FTEP.

H. Field Training Area Lieutenant (FTAL)

A uniformed Field Services Bureau (FSB) Lieutenant assigned to a collateral duty to train newly promoted lieutenants and provide refresher training for lieutenants.

I. Field Training Area Sergeant (FTAS)

A uniformed FSB Sergeant assigned to a collateral duty to train newly promoted sergeants and provide refresher training for sergeants.

J. Field Training Guide



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A detailed description of the individualized training and standards for each step of OJT, specific to rank or position.

K. Field Training Officer (FTO)

A uniformed FSB officer assigned to a collateral duty to train Recruit Officers (RO) and Lateral Officers on OJT and to provide refresher training for officers.

L. No Experience Lateral Officer

An officer previously certified as an officer with no law enforcement experience, after graduating from the Academy Division who holds the rank of Police Officer 2nd Class, but has not completed on-the-job training (OJT).

M. On-the-Job Training (OJT)

Training phases received by ROs, Lateral Officers, PSA recruits, and newly promoted supervisors after completing their prescribed Department training. FTEP personnel shall train all OJT participants.

N. Police Service Aide (PSA) Recruit

An individual who has completed the prescribed Department PSA training but has not completed OJT required for PSAs.

O. Recruit Officer

An officer who holds the rank of Police Officer 2nd Class, who has graduated from the Academy Division, but has not completed OJT.

P. Refresher Training

A training program designed for former or existing Department personnel to reacquaint them with the skills, methods, and processes required to perform their jobs and to update them on new developments.

Q. Remedial Training

A correction or review of previously taught information. Remedial training is necessary when the FTEP participant's job performance is evaluated and is less than acceptable after having been provided with training or intervention, which should have taught, corrected, and/or improved the job performance.

R. Solo Beat Officer



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The grading standard of the FTEP, wherein a trainee is able to demonstrate knowledge, skills, abilities, and attitudes to safely and effectively perform the duties of an independent officer, meeting or exceeding proficiency in all categories of the standard evaluation guidelines (SEGs).

S. Solo Sector Sergeant

The grading standard of the FTEP in which a sergeant is able to demonstrate knowledge, skills, abilities, and attitudes to safely and effectively perform the duties of an independent sector sergeant, meeting or exceeding proficiency in all categories of the SEGs.

T. Standardized Evaluation Guidelines (SEG)

Categorized individual levels of performance standards applied to trainees and reported on the DOR. These performance standards vary by training trainee position.

N/A 1-46-4 **FTEP Personnel**

A. Qualifications

1. A Field Training Area Lieutenant (FTAL) candidate will:

- a. Currently hold the rank of Lieutenant;
- b. Not have any suspensions within the previous two (2) years;
- c. Not have a disciplinary history that contains any incident or pattern that would undermine the FTAL's ability to set a positive example;
- d. Currently be assigned as an FSB Lieutenant; and
- e. Demonstrate a commitment to constitutional policing, ethics, and professionalism through their actions while performing normal duties.

2. A Field Training Officer (FTO) candidate will:

- a. Have completed three years' non-probationary status with a law enforcement agency, and shall not be a probationary officer with the Department;
- b. Not have any suspensions within the previous two (2) years of appointment as an FTO;
- c. Not have a disciplinary history that contains any incident or pattern that would undermine the FTO's ability to set a positive example;
- d. Be currently assigned to FSB; and
- e. Demonstrate a commitment to constitutional policing, ethics, and professionalism through their actions while performing their normal duties.

3. A Field Training Area Sergeant (FTAS) candidate will:

- a. Currently hold the rank of sergeant;
- b. Not have any suspensions within the previous two (2) years;



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- c. Not have a disciplinary history that contains any incident or pattern that would undermine the FTAS's ability to set a positive example;
- d. Currently be assigned as an FSB Sector Sergeant; and
- e. Demonstrate a commitment to constitutional policing, ethics, and professionalism through their actions while performing normal duties.

B. Training

1. All new FTALs, FTASs, and FTOs shall receive at least forty (40) hours of initial supervisory-level training and annual eight (8) hour in-service training in the following areas:
 - a. Management and supervision;
 - b. Constitutional and community-oriented policing;
 - c. De-escalation techniques; and
 - d. Effective problem-solving techniques.
2. All existing FTALs, FTASs, and FTOs shall successfully attend and complete eight (8) hours of in-service training annually.
3. On a regular basis, all FTALs, FTASs, and FTOs will maintain and demonstrate their proficiency in managing recruits and subordinates, as well as practicing and teaching constitutional, community-oriented policing, de-escalation techniques, and effective problem solving.
4. FTEP personnel shall maintain records of all evaluations and training of FTALs, FTASs, and FTOs.

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C. Responsibilities

1. The FTEP Coordinator shall
 - a. Develop and implement the FTEP Operational Manual and Field Training Guides for OJT; and
 - b. Supervise and implement the FTEP, consistent with the FTEP Operational Manual.

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2. The FTEP Operations Sergeant shall:
 - a. Develop and implement all training in the FTEP;
 - b. Develop and implement all remedial training plans for recruit and Lateral Officers in the FTEP;
 - c. Perform all duties and fulfill responsibilities as outlined in the FTEP Operational Manual; and
 - d. Supervise the FTEP Operations Officer.



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3. The FTEP Operations Officer shall:

- a. Serve as a liaison between FTOs and the FTEP Coordinator and FTEP Operations Sergeant in reference to FTEP needs;
- b. Serve as a recruiter of FTOs for the FTEP; and
- c. Perform all duties and fulfill responsibilities as outlined in the FTEP Operational Manual.

4. The FTAL shall:

- a. Serve as a role model for newly promoted Lieutenants and train and evaluate these Lieutenants on OJT;
- b. Counsel, evaluate, supervise, and train, consistent with the Field Training Guide; and
- c. When working in an active FTAL capacity, receive incentive pay, consistent with the CBA.
 - i. Inactive FTALs shall not receive incentive pay.

5. The FTAS shall:

- a. Act as a role model for newly promoted sergeants and train and evaluate these sergeants on OJT;
- b. Monitor the performance of ROs, PSAs, Lateral Officers, and sergeants who are on OJT;
- c. Counsel, evaluate, supervise, and train newly promoted Sergeants to become Solo Sector Sergeants, consistent with the Field Training Guide; and
- d. When working in an active FTAS capacity, receive incentive pay, consistent with the CBA.
 - i. Inactive FTAS shall not receive incentive pay.

6. An FTO shall:

- a. Act as a role model;
- b. Train and evaluate ROs during OJT;
- c. Counsel, evaluate, supervise, and train ROs and Lateral Officers to become Solo Beat Officers, consistent with the Field Training Guide;
- d. Wear authorized training uniforms while working with trainees; and
- e. When working in an active status capacity, receive incentive pay, consistent with the CBA.
 - i. An FTO who is in an inactive status shall not receive incentive pay.

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D. Selection, Evaluation, and Retention of FTEP Personnel

1. All selections, evaluations, and retentions shall be consistent with the FTEP Operational Manual.



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2. The FTEP Operational Manual provisions regarding strikes for performance shall be followed.

a. Strikes for performance may result in removal from the FTEP.

6 E. Staffing

The FTEP shall maintain the necessary staffing to train ROs and Lateral Officers appropriately.

6 F. Responses to Confidential Critiques

1. The FTEP shall elicit anonymous feedback regarding the OJT experience and the performance of individual trainers.
2. The Department shall consider and document confidential feedback provided by FTEP trainees regarding the quality of their training, including the extent to which their field training was consistent with what they learned in the Academy Division, and suggestions for changes to Academy Division training based upon their experience in the FTEP.
3. The FTEP Coordinator shall review and address individual FTO and FTAS critiques and shall provide a response to the Academy Division Director with their findings.
4. The FTEP Operations Sergeant shall review and address OJT experience critiques and shall provide a response to the Academy Division Director with their findings.

N/A G. Policy Violations

Any misconduct or policy violation(s) shall be handled consistent with SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department personnel for sanction classifications and additional duties).

5 1-46-5 **FTEP Participants**

A. RO and Lateral Officer

1. The RO and Lateral Officer shall:
 - a. Enter the FTEP after graduating from the Academy Division, including those with and without experience;
 - b. Adhere to the FTEP Operational Manual, Field Training Guide, and Standard Operating Procedures (SOPs);
 - c. Demonstrate proficiency based on the SEGs;
 - d. Promptly inform their FTO of any problems, personal or professional, that could have an effect on their job performance;
 - e. Complete the entire period of OJT; and



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- f. Complete the entire program of OJT.
 2. Under no circumstances shall ROs or Lateral Officers be released early from the mandatory prescribed training period.
 3. The RO shall:
 - a. Upon completing their Academy Division training, participate in at least sixteen (16) weeks (640 hours) of OJT with a certified FTO; and
 - b. Train with several different FTOs working in multiple area commands and during various shifts.
 4. The RO shall be prohibited from taking any non-exigent leave during their OJT.
 - a. The RO shall obtain approval from the FTEP chain of command when taking leave for exigent circumstances.
 - b. If leave is taken, the RO's OJT shall be extended to make up for any missed time.
- B. No Experience Lateral Officers
1. A No Experience Lateral Officer shall:
 - a. Upon completing their Academy Division training, participate in at least sixteen (16) weeks (640 hours) of OJT with FTOs; and
 - b. Train with several different FTOs working in multiple area commands and during various shifts.
- C. Experienced Lateral Officers
1. An Experienced Lateral Officer shall:
 - a. Upon completing their Academy Division training, participate in OJT with FTOs, which shall be conducted for at least twelve (12) weeks (480 hours); and
 - b. Train with several different FTOs working in multiple area commands and during various shifts.
- D. Recently Promoted Sergeant and Lieutenant
1. Before performing their duties at the rank of sergeant or lieutenant in a solo capacity, a recently promoted sergeant or lieutenant shall successfully complete an approved OJT for their designated rank.
 2. A recently promoted sergeant shall be evaluated against the sergeant SEGs.
 3. Prior to promotion or prior to performing their duties in a solo capacity, eligible personnel promoting to the rank of sergeant shall receive a minimum of eighty (80)



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hours of mandatory supervisory, management, leadership, and command accountability training before assuming supervisory responsibilities.

E. Sworn Personnel Returning to the FSB

1. Officers, sergeants, and lieutenants returning to the FSB after an absence of one (1) year or more shall complete refresher training provided by active FTEP training personnel.
 - a. The refresher training shall be completed with an active FTEP officer of equal rank.
 - b. The length of time the officer, sergeant, or lieutenant was absent from FSB shall determine the length of the refresher training; however, all refresher training shall be least two (2) weeks.
2. The FTEP Coordinator shall determine refresher training assignments.

F. Certified Sworn Personnel Returning to Department

1. Officers who are returning to the Department in a sworn status, who have been separated from employment for thirty-one (31) days to three-hundred and sixty-four (364) days shall be required to attend any training they may have missed. Officers shall acquire all certifications necessary to perform their duties.
 - a. Officer shall not be required to complete a period of OJT.
2. After a separation from employment for a period of three-hundred and sixty-five (365) days or longer, upon returning to work in a sworn status, sworn personnel shall successfully complete a period of OJT as an Experienced Lateral Officer with a certified FTO.
3. DORs shall be completed for officers returning to the Department in a sworn status.

N/A 1-46-6 On-the-Job Training (OJT)

A. General Responsibilities

1. OJT shall consist of training phases completed by ROs, Lateral Officers, No-Experience Lateral Officers, PSA recruits, and recently promoted supervisors after completing the prescribed Department training in order to prepare them to perform their duties in a solo capacity.
2. FTEP training personnel shall train all OJT trainees.

B. FTEP Operational Manual and Field Training Guide



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1. Detailed program procedures for OJT are contained within the FTEP Operational Manual.
2. Violations of any of the provisions of the FTEP Operational Manual may result in removal from the FTEP. All policy violations shall be handled as outlined in SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).
3. All ROs, Experienced Lateral Officers, No-Experience Lateral Officers, PSA recruits, and recently promoted sergeants shall be required to meet the minimum performance standards that are outlined in the Field Training Guide to complete OJT successfully.
4. The FTEP Coordinator shall maintain the Field Training Guide.

C. Remediation, Extension, or Dismissal

1. Training deficiencies may be noted by anyone in the OJT trainee's chain of command.
2. An RO or Lateral Officer (experienced/no experience) who has failed to meet the minimum performance standards in either of the first two (2) phases of OJT shall be given a remedial phase to focus on remedial training.
2. The FTEP Operations Sergeant shall evaluate the DOR tracking for progression and base recommendations upon the recruit's performance in deficient categories.
3. If the RO is not functioning as a Solo Beat Officer after the third phase, they may be allowed one (1) extension phase or be subject to review by the Chief of Police.
 - a. The purpose of the Chief of Police's review is to determine whether the RO or Lateral Officer shall be extended or dismissed from the FTEP.
4. Failing to successfully complete OJT shall result in the Chief of Police's review.
5. The Chief of Police or their designee may dismiss an RO or Lateral Officer (experienced/no experience) for failing to meet minimum performance standards based on the recommendations from the FTEP Coordinator or their designee.
6. The FTEP Coordinator or their designee shall recommend for the Chief of Police to dismiss an RO or Lateral Officer (experienced/no experience) for failing to meet the minimum performance standards in the final phase.
7. Under no circumstances shall an RO or Lateral Officer be released early from OJT without completing all training.