

**COUNTY OF MONROE  
OFFICE OF THE SHERIFF  
ROCHESTER, NEW YORK**

<b>GENERAL ORDER MULTI-BUREAU</b>	<b>DATE OF ISSUE May 9, 2026</b>	<b>EFFECTIVE DATE May 9, 2026</b>	<b>No. 071-26</b>
<b>SUBJECT: GENERAL ORDER  Field Training Officer Program</b>		<b>Distribution  All Personnel</b>	<b>Amends</b>
<b>REFERENCE: NYSLEAP 12.8, 32.1, 32.5 NYSSA (Jail) 15, 16 &amp; 30 (Civil) 15</b>			<b>RESCINDS 071-24</b>

**Purpose:** To familiarize all Bureau members relative to the formal policy governing various phases of the recruit training process within all the Bureaus of the Monroe County Sheriff's Office.

**Policy:** All sworn members of the Monroe County Sheriff's Office (MCSO) will successfully complete a three phase training requirement prior to attaining permanent status as a Deputy Sheriff based upon tasks of the most frequent assignments within their assigned Bureau.

**Definitions:** **Field Training Officer** – A selected Deputy Sheriff who is responsible for coaching, mentoring and providing Recruit Deputies with constant, constructive guidance based upon their training and experience. They provide objective evaluation of a recruit's performance and accurately document said performance.

\* **Senior FTO** Selected Sergeants and Corporals who were active FTO's in the MCSO's FTO program. They are responsible providing oversight, feedback, coaching and mentoring to both the Recruit Deputy and FTO. They assist the Training Unit with monitoring and tracking the completion of the FTO documentation process.

**I. Organizational Structure**

A. The Staff Services Bureau will be responsible for staff control and guidance of the training of recruit Deputies during the three phases of the training process:

1. Phase I: Recruit Academy
2. Phase II: Training and Evaluation Program
3. Phase III: Probationary Period

B. The Operation Division of each respective Bureau is responsible for the line supervision of recruit Deputies while assigned to Phase II and Phase III of the training process.

C. A Program Coordinator will be assigned by the Staff Services Bureau, and will directly report to the Training Unit Sergeant. The Training Unit Sergeant will report to the Lieutenant and Commander of Staff Services.

**II. Qualifications, Selection, and Certification of Field Training Officers (FTO)**

A. Qualifications:

1. Deputy Sheriff with a minimum of three years permanent status within their respective Bureau at the time of the posting.

Note: Exceptions to this rule can be made for lateral transfers who were previously certified as a FTO once they become "Permanent Status"

2. Possesses the verbal and teaching skills required of a FTO, including the ability to evaluate others objectively and according to the training program evaluation guidelines.

**B. Selection:**

1. Qualified candidates may submit an MB-90 Intra-Departmental Request Form in accordance with **MBGO-40 Intra Department Request Form**.
2. A panel comprised of the following will be convened to select members for the Field Training Officer program:
  - a. Commander of Staff Services (Chairman).
  - b. Bureau Chiefs and Majors for the Bureau indicated.
  - c. Captains and Lieutenants for the Bureau indicated.
  - d. Training Sergeant.
  - e. Four current FTO's selected by the Training Unit Sergeant and the applicable Bureau Program Coordinator.
  - f. Current Senior FTO's.
3. The criteria considered when selecting candidates will include:
  - a. The applicant's overall qualifications.
  - b. Past performance evaluations.
  - c. Personal recommendations by the applicant's field supervisors and selected FTO's.
  - d. Training records.
  - e. Sick time report for the previous two years.
  - f. Internal Affairs Report
    - i. The Training Unit will submit a list of applicants' names to Internal Affairs. Internal Affairs will review the list to determine if any applicant has been the subject of an Internal Affairs investigation. Internal Affairs will report only those investigations where the charges were sustained and the incident may have an adverse impact on the applicant's ability to serve as an FTO. The report will be forwarded to the Training Unit Sergeant.
    - ii. The respective Commanding Officer of the candidate will pursue any other questions of a confidential nature.
4. A majority vote of the selection panel shall be required before any applicant is recommended to the Sheriff for acceptance as a FTO.

5. Unit Bureau Chiefs or their designee will meet with the applicants under their command who were not selected to explain the reason(s) and discuss areas the applicant needs to improve upon in order to meet the criteria of a FTO. The Unit Commanders will prepare a written summary of the meeting and forward it to the Commander of Staff Services.

C. Certification:

1. Deputies who are selected and approved by the Sheriff will attend the Field Training and Evaluation Course.
2. The names of Deputies satisfactorily completing the Field Training Officer's course shall be placed on a roster of certified FTO's by Bureau. Deputies who are certified shall maintain their status only so long as they perform their responsibilities in a satisfactory manner and will be responsible to attend periodic in-service training to prepare them for, and keep them current with their assigned responsibilities.
3. The names of FTO's who are transferred to other organizational units will be placed on an inactive roster until reassigned to regular duties.
4. Leave of absence - any active FTO who chooses to become inactive for a period not to exceed two years may do so by submitting a written request to the Training Unit Sergeant.

### III. Phase I Training - Recruit Academy

A. The Training Unit will ensure that academy training includes:

1. A curriculum based upon the tasks associated with the most frequent assignment associated duties of a Deputy Sheriff. This curriculum will be in accordance with the minimum standards set forth by the New York State Office of Public Safety, the New York State Commission of Corrections, and the Office of Court Administration as applicable by the recruit's bureau assignment.
2. Evaluation techniques that are designed and used to measure competency in the required skills, knowledge, and abilities of those tasks performed by Deputies within their respective bureau.

### IV. Phase II Training - Training Officer Program

A. Duties and responsibilities of the Training Officer Program Coordinators:

The Training Officer Program Coordinators will be responsible for the overall administration, coordination, and daily operation of the FTO program and will report to the Training Unit Sergeant on matters concerning the program. Duties include:

1. Preparing, updating, and distributing the Field Training Officer's Manual.
2. Coordinating and participating in the FTO selection process.
3. Maintaining a roster of all active FTO's by Bureau.
4. Scheduling the placement of recruit Deputies with FTO's.

5. Conducting biweekly meetings with FTO's during the Training Officer process.
6. Reviewing and maintaining all written evaluations, test scores, and other pertinent documentation regarding recruit Deputies who are in Phase II and Phase III of the training program.
7. Developing and maintaining a roster of remedial trainers to be utilized, as needed, in Phase II and/or Phase III of the Field Training Officer Program.
8. Preparing a summary report at the conclusion of the Field Training Program and submitting it to the Training Unit Sergeant regarding the performance of the recruits as reported by the Training Officers.
9. Maintaining liaison with the Public Safety Training Facility recruit academy staff.
10. Other duties as outlined in the Field Training Officer Manual.

**B. Duties and responsibilities of FTO's:**

1. Perform field training and evaluation of assigned recruit Deputies.
2. Attend at least 75% of the mandatory FTO meetings. Mandatory meetings are defined as follows:
  - a. The initial FTO meeting held prior to the beginning of FTO. This meeting is used to review expectations, documentation, and provide an overview of each recruit.
  - b. Biweekly FTO meetings where the FTO is currently assigned a recruit, or is projected to train a recruit.
  - c. When unable to attend, it will be the responsibility of the FTO to contact the Program Coordinator to obtain any pertinent information and give the reason why they cannot attend.
3. Ensure that he/she maintains knowledge of the Field Training Officer Manual standards/practices and is required to attend periodic in-service training in order to maintain the necessary level of expertise regarding changing policies and procedures and/or duties and responsibilities.
4. The Training Unit Sergeant may modify biweekly meetings for a recruit class of five or less.

Note: Failure to attend 75% of these meetings may result in the suspension or revocation of FTO status.
5. Other duties as outlined in the Field Training Officer Manual.
- \* 6. Maintain professional conduct with and around all recruits.

**C. Duties and responsibilities of Senior FTO's and Supervisors:**

1. Review and sign Daily Observation Reports (DOR) and Weekly Evaluations filed by FTO's under their supervision.

2. Supervise FTO's and recruit Deputies daily. Conduct Bi-weekly evaluation meetings to update the recruit on their performance.
3. Assist FTO's with suggestions for remedial training of recruit Deputies.
4. Document all training issues and remedial training accurately and completely. Documentation can be in the form of the FTO software, departmental IDC, and or formal memorandums.

D. Field Training Officer's Manual:

1. The Training Unit will review, develop and update the Field Training Officer's Manual.
  - a. The Field Training Officer's Manual will be provided to FTO's on electronic media for use in the training and evaluation of recruit Deputies placed in field training assignments.
  - b. A hard copy of the Field Training Officer's Manual will be issued to and maintained by recruit Deputies to record their assignments, calls, and completed reports.
  - c. The recruit's copy of the Field Training Officer's Manual may be utilized by the FTO and the Training Officer Program Coordinator to review the recruit Deputy's performance.
2. At the conclusion of the field training assignment, the recruit Deputy will submit the Recruit Check-List via the FTO software application to the Training Coordinator for review, evaluation, and retention in MCSO training files.

E. Assignment of Recruit Deputies:

1. Recruits will be assigned to different FTO's during their Field Training Program. The first FTO they are assigned to is known as their "Primary" FTO. The length of the FTO program will be determined by the progress of the individual recruit and the bureau assigned. At each biweekly meeting, the FTO's will review the performance and progress of each recruit and make a recommendation to continue the "training and evaluation" phase, be assigned back to their primary FTO for final phase, or terminate the recruit. Until the recruit is determined ready for final phase by the FTO's, the recruit will follow a rotation according to Bureau assignment.
2. The Phase II Program breakdown is as follows for the Police Bureau:

Week	1-2	With primary FTO, DORs, and Weekly Evaluations.
Weeks	3-4	With second FTO, DORs, and Weekly Evaluations.
Weeks	5-6	With third FTO, DORs, and Weekly Evaluations.
Weeks	7-8	With fourth FTO, DORs, and Weekly Evaluations.
Weeks	9-10	With fifth FTO, DORs, and Weekly Evaluations.
Weeks	11-12	With sixth FTO, DORs, and Weekly Evaluations.
Weeks	13-14	With seventh FTO, DORs, and Weekly Evaluations.

Weeks 15-16 With primary FTO (civilian attire), DORs, Weekly Evaluations.

Weeks 17-18 Extension if necessary.

Weeks 19-20 Re-evaluation with primary if placed on an extended evaluation period.

Week 21 Graduation from the Recruit Academy/Phase II ends.

- a. Police Bureau Training Officers performing evaluation during final phase are to wear training attire, consisting of tan pants and a black polo or long sleeve shirt to uphold the professional image of the Sheriff's Office, the wearing of jeans or t-shirts and other inappropriate attire will not be permitted.
- b. In accordance with the Office of Public Safety (OPS) standards, Phase II training (Field Training Program) will not exceed twenty (20) weeks.
- c. Final phase evaluation will begin after a minimum of 40 DORs have been completed (10 weeks) and must begin no later than the 19<sup>th</sup> week.

3. Phase II Program breakdown is as follows for the Jail Bureau:

Weeks 1-2 With primary FTO, DORs, and Weekly Evaluations.

Weeks 3-4 With second FTO, DORs, and Weekly Evaluations.

Weeks 5-6 With third FTO, DORs, Weekly Evaluations.

\* Weeks 7-8 Extension if necessary or Primary FTO / Final Phase / DORs, and Weekly Evaluations.

\* Weeks 9-10 Extension if necessary or Primary FTO / Final Phase / DORs, and Weekly Evaluations.

Weeks 11-12 Re-evaluation with primary FTO if placed on an extended evaluation period.

a. Phase II training (Training Program) will not exceed twelve (12) weeks.

b. Final phase evaluation will consist of a minimum of 8 DORs and must begin no later than the 11<sup>th</sup> week.

4. Phase II Program breakdown is as follows for Special Patrol Officer (SPO):

(SPO) shall complete a minimum of 40 hours in 4 divisions, completing 160 hours minimum. Training to be documented on a bi-weekly basis and forwarded to the Training Unit. Any additional training will be documented as remedial training. Training will not exceed 240 hours unless a determination is made by the Commander of Staff Services to extend training. The FTO Manual Checklist will be completed by the end of training.

5. Phase II Program breakdown is as follows for Jail to Court Lateral:

Jail to court lateral will complete a minimum four weeks of training in all divisions. Training will be documented on a bi-weekly basis and forwarded to the Training Unit. The FTO Manual Checklist will be completed by the end of training.

6. Phase II Program breakdown is as follows for the Civil Bureau:
- |             |  |
|-------------|--|
| Weeks 1-2   | With primary FTO, DORs, and Weekly Evaluations with a Police Bureau FTO.   |
| Weeks 3-4   | With second FTO, DORs, and Weekly Evaluations with a Police Bureau FTO.  |
| Weeks 5     | With primary FTO, DORs, and Weekly Evaluations with a Police Bureau FTO.   |
|             | Note: Weeks 1-5 with Police Bureau FTO's must be for at least a total of 160 hours (State Minimum).                                      |
| Week 6      | With primary Civil Bureau FTO, observation only.   |
| Weeks 7-8-9 | With primary Civil Bureau FTO, DORs and Weekly Evaluations.  |
| * Week 10   | With primary Civil Bureau FTO. DOR's completed by primary Civil Bureau FTO.  |
| a.          | Phase II training (Training Program) will not exceed twelve weeks combined Police and Civil Bureau FTO.                                  |
| * b.        | Final Phase evaluation will consist of a minimum of (5) DORs and must begin no later than the 10 <sup>th</sup> week of Civil Bureau FTO. |

#### V. Phase III Training - Probationary / Solo Status

Upon successful completion of Phase II of the Field Training Officer Program, the recruit Deputy is assigned to Operations in solo status. Evaluation of the Deputy will be the responsibility of the appropriate field supervisor. The supervisor will document performance and remedial training on biweekly Training and Observation Reports, which will be forwarded to the Program Coordinator through the FTO software program. Performance deficiencies beyond the scope of normal remedial efforts of the supervisor will be referred, in writing, to the Training Unit. The Training Unit and supervisor, based on the nature of the Deputy's deficiencies, will develop a remedial training strategy. The strategy will be implemented by the Training Unit, utilizing members on the trainer roster, on a case by case basis.

#### VI. Written Evaluation Procedures

##### A. Training Officers will:

- \* 1. The FTO is responsible for completing a DOR regarding their recruit Deputy during all weeks of the field training program, including final phase. The Training Officer will also complete an End of Phase training summary of the assigned recruit Deputy and any other forms required during the field training program as outlined in the Training Manual.
- \* 2. Written comments pertaining to the most and least satisfactory performance must be placed in the "Narrative" section. Narrative comments can be provided for any behavior observed; however, are required whenever a rating of 1, 2, 3 or 7 is given.
- 3. Remedial trainers will document remedial training and performance as directed by the Training Unit.

##### B. Supervisors will:

1. Review and sign the DOR and Weekly Evaluations filed by the FTO's under their supervision.
  2. When a recruit Deputy successfully completes Phase II of training and enters Phase III (Probationary Status), the supervisor will complete the biweekly "Observation and Training Summary Report" in the FTO software program. The supervisor is required to specify the "most" and "least" acceptable areas of performance and comment on whether the recruit's progress to date is "acceptable" or "unacceptable". Specific strengths and weaknesses in the Deputy's daily performance will be noted on the back of the Observation and Training Summary.
- C. Training Officer Program Coordinator:
- The Training Officer Program Coordinator will evaluate the Field Training Officer's performance as a trainer and evaluator and report performance to the Training Unit Sergeant.
- D. Recruit Deputy:
- Complete the "Recruit Evaluation of Training Officer" form for each FTO to whom they were assigned and return to the Training Officer Coordinator in the FTO software program. The evaluation is then maintained in the FTO's file.

## **VII. Organization and Responsibilities of Training Boards**

- A. Prior to final phase, a Training Officer's meeting will be held and attended by:
1. Training Unit Sergeant.
  2. Training Officer Coordinator.
  3. All FTO's to whom a recruit was assigned during the program.
- B. Responsibilities - Final Phase Meeting:
- Those in attendance will be responsible for reviewing the performance and progress of the particular recruit and providing recommendations for:
1. Assignment to the "evaluation only" or final phase.
  2. Continuation of the "training and evaluation" phase.
  3. Termination
- Note: In cases of continuation in the Training Officer program, an additional Training Officer meeting will be held to review the Deputy's progress and again recommend 1, 2, or 3 above.
- C. Responsibilities - Solo Status Meeting:
- Those in attendance will be responsible for reviewing the performance and progress of the particular recruit and providing recommendations to the Sheriff for:
1. Transfer to the Operations Division in solo status (probationary status).
  2. Continuation in the Training Officer program.

- a. In cases of continuation in the FTO program, an additional FTO meeting will be held to review the Deputy's progress and again recommend 1, 2, or 3 above.
  - b. For Police and Civil Bureau, the FTO program will not surpass the twenty-week limit, as mandated by the NYS Office of Public Safety.
  - c. For Jail Bureau, the FTO program will not exceed twelve weeks.
  - d. The Special Patrol Officer FTO program will not exceed thirteen weeks.
3. When termination is recommended, the Commander of Staff Services will provide the Sheriff with a written summary of all documentation for the recommendation. The final decision to terminate will rest with the Sheriff.

**D. Seventh Month/Fourteenth Month Review Boards:**

The board will convene at the end of the Deputy's seventh month of employment for Jail and Special Patrol Deputies; or the fourteenth month of employment for Police and Civil Bureau Deputies.

1. Composition
  - a. Commander of Staff Services, and the appropriate Bureau Chief.
  - b. Command staff members of the appropriate bureau.
  - c. Training Unit Sergeant.
  - d. Training Program Coordinator.
2. The Board will discuss each Deputy's progress and development during Phase III of the training program based upon the biweekly Observation and Training Summary Reports completed by the supervisors.

**E. Eleventh Month/Seventeenth Month Review Boards:**

The board will convene at the end of the Deputy's eleventh month of employment for Jail and Special Patrol Deputies; or seventeenth month of employment for Police and Civil Bureau Deputies.

1. Composition
  - a. Commander of Staff Services, and the appropriate Bureau Chief.
  - b. Command staff members of the appropriate bureau.
  - c. Training Unit Sergeant
  - d. Training Program Coordinator.
2. The Board will discuss each Deputy's progress and development during Phase III of the training program based upon the biweekly Observation and Training Summary Reports completed by the supervisors.

**F. The Board will recommend one of the following:**

1. Permanent status.
2. Termination.

3. Probationary period extended - a continuation will be considered only in cases of extenuating circumstances (i.e., injury, extended sick leave/light duty, maternity leave, military leave, etc.). The reason and length of the continuation will be stated. However, in no case shall the probationary period exceed 52 weeks for Jail and Special Patrol Deputies or 78 weeks for Police and Civil Bureau Deputies in accordance with Monroe County Civil Service Commission Regulations.
- G. Extended probationary period - the review board, as previously stated above, will re-convene at the completion of the predetermined continuation period to review the Deputy's progress and again recommend 1, 2, or 3 above.

**VIII. Lateral Transfers or Reinstatements**

**A. Police Bureau**

1. The Phase II Program breakdown is as follows for all Lateral Employees and Part-Time Police Bureau:
 

Week 1-2	With primary FTO, DORs, and Weekly Evaluations.
Weeks 3-4	With second FTO, DORs, and Weekly Evaluations.
Weeks 5-6	Extension if necessary or assigned back to Primary for Final Phase.
Weeks 7-8	Re-evaluation with primary if placed on an extended evaluation period.

  - a. Phase II training (Training Program) will not exceed eight weeks.
  - b. Final Phase evaluation will consist of a minimum of (5) DOR's and must begin no later than the 7<sup>th</sup> week.
2. Lateral transfers for Police Bureau members will consist of up to a 52-week probation period.
3. This schedule is a general guideline and may be modified to meet the needs of the lateral deputy, provided any minimums or maximums are not violated.
4. Regardless of bureau assignment, once the lateral has successfully completed final phase, as determined by the FTO's, he/she will be assigned to solo status.
5. The board will convene at the end of the Deputy's fourth month of employment for Police Bureau.
6. A final board will be conducted at the end of the Deputy's sixth month of employment for Police Bureau Deputies.

**B. Jail Bureau**

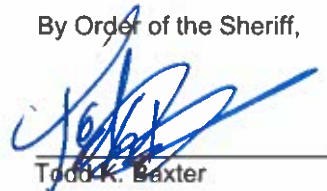
1. Phase I Jail lateral transfers will complete a 2-6 week academy encompassing MCSO specific rules and regulations.
2. Phase II Jail lateral transfer program will consist of a 3-6 week evaluation period.
3. Lateral transfers for Jail Bureau members will consist of up to a 52 week probation period.

4. This schedule is a general guideline and may be modified to meet the needs of the recruit, provided any minimums or maximums are not violated.
5. Regardless of bureau assignment, once the recruit has successfully completed final phase, as determined by the FTO's, he/she will be assigned to solo status.
6. The board will convene at the end of the Deputy's seventh month of employment for Jail Bureau Deputies.
7. A final board will be conducted at the end of the Deputy's eleventh month of employment for Jail Bureau Deputies

C. Final Board

1. Composition
  - a. Commander of Staff Services, and the appropriate Bureau Chief.
  - b. Command staff members of the appropriate bureau.
  - c. Training Unit Sergeant.
  - d. Training Program Coordinator.
2. The Board will discuss each Deputy's progress and development during Phase III of the training program based upon the biweekly Observation and Training Summary Reports completed by the supervisors.

By Order of the Sheriff,



Todd K. Baxter