

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**    **FROM:** Edgardo Garcia  
Chief of Police

**SUBJECT: DUTY MANUAL REVISION**                      **DATE:** August 21,2020  
**S 1704 – FIELD TRAINING**  
**PROGRAM**

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Memo# 2020-035

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## **BACKGROUND**

Duty Manual section S 1704 ON-THE-JOB TRAINING describes the entry level training process for officers but makes no mention of the Field Training Program or the additional courses that newly hired officers receive. The section is dated and in need of modernization in order to clearly describe the Department's values, and the Field Training Program's role in on-the-job training of new police officers. It is being updated to match the Department's current practices.

S 1704 ON-THE-JOB TRAINING, will now describe the Field Training Program as the unit primarily responsible for providing on-the-job training to newly hired police officers and for ensuring that all newly hired police officers attend certain training courses within the first year of employment.

While on-the-job training of new police officers (academy graduates and lateral hires) is primarily the responsibility of the Field Training Program, fellow officers, supervisors, and commanders of all ranks will continue to have a general duty to train newly hired officers working in their midst.

## **ANALYSIS**

The Duty Manual has been revised to reflect the following changes to Department policy. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike through~~ form.

**S 1704**                      **ON-THE-JOB FIELD TRAINING PROGRAM:**  
*Revised 08-21-20*

~~An officer's training continues after graduation through his assignment with training officers, roll call training and service with supervision.~~ *Newly hired police officers, whether academy graduates or lateral hires, will receive their on-the-job training from the Field Training Program. Additionally, the Field Training Program, while not responsible for delivering these courses, will be responsible for ensuring that newly hired officers attend the following additional training within the first year of employment as an officer:*

- **POLICING IN THE CURRENT POLITICAL & SOCIAL CLIMATE:**  
An examination of contemporary issues connected to critical narratives of public safety approaches. Students will explore disproportionate expectations of justice through the examination of high-profile historical events, which affect perceptions of law enforcement among diverse community members. Coursework should include an examination of relevant theory, statute, case law, and essential sources of constitutional authority.
- **CRISIS INTERVENTION TRAINING:**  
A body of instruction designed to improve the student's ability to identify signs and symptoms of mental illness and various developmental disabilities. The course will increase awareness and knowledge of community services available. The intended outcome of this training course is to improve crisis intervention skills.
- **PROCEDURAL JUSTICE & IMPLICIT BIAS:**  
This class is taught to academy recruits by the Policy Academy (BOA). However, when an officer is hired or rehired and has not already attended a POST approved course on these topics, that officer will attend a course equivalent to the Procedural Justice & Implicit Bias course that is taught in the San Jose Police Academy.

Although entry level on-the-job training rests primarily with the Field Training Program, it is the responsibility of all officers to teach those with whom they work the skills and knowledge necessary to perform the job at hand. Supervisory and commanding officers of all ranks have the responsibility to train subordinates to perform assigned tasks and to familiarize them with their supervisor's job so that employees are prepared to assume additional responsibilities.

**ORDER**

Effective immediately, all sworn personnel will adhere to the above listed Duty Manual changes.



EDGARDO GARCIA  
Chief of Police

EG:PC