

LOS SANTOS COUNTY SHERIFF'S OFFICE

**Field Training Officer**

STANDARD OPERATING PROCEDURES



**Approved & Authorized by:**

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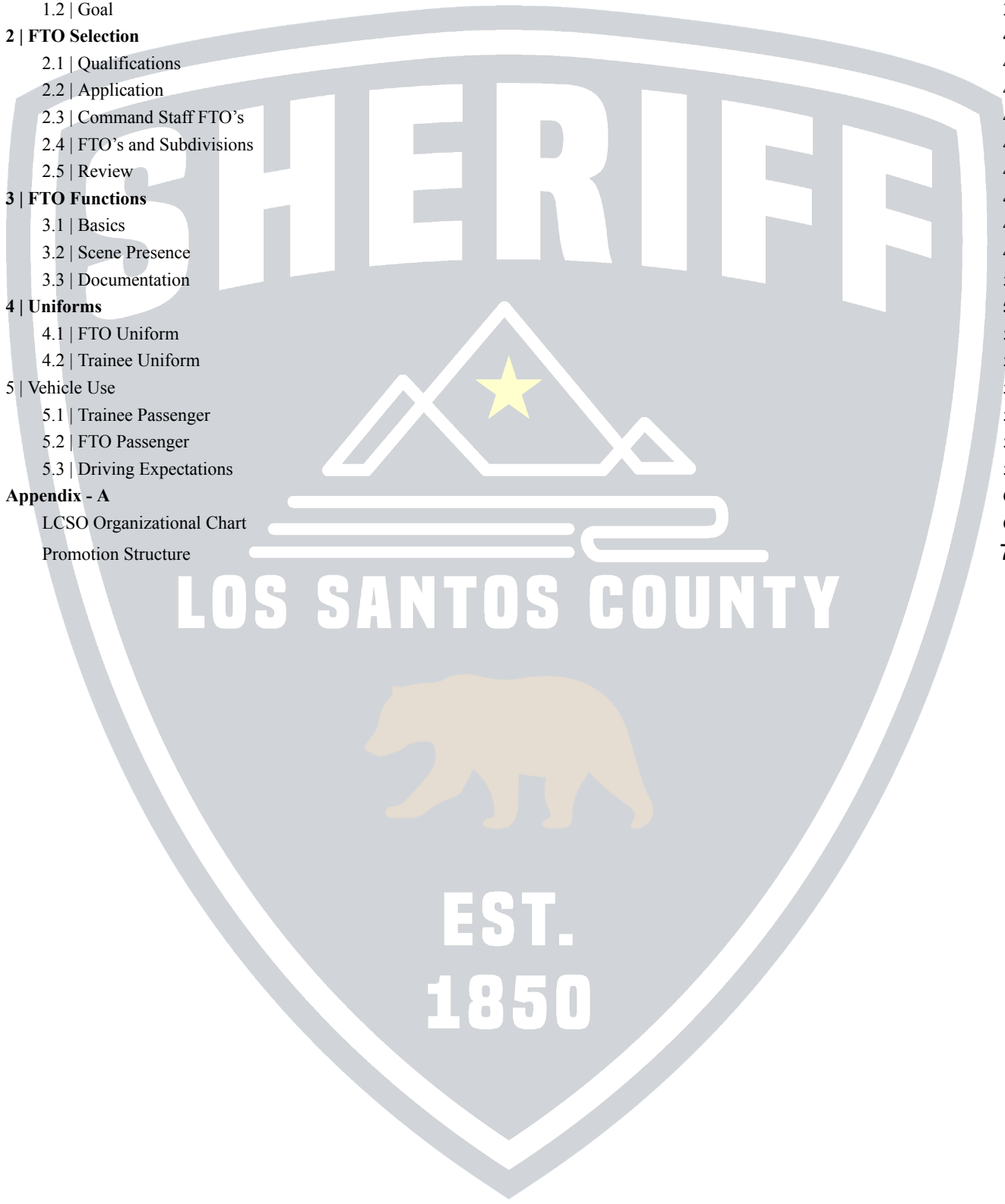
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## 1 | Mission Statement

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The purpose of the **Los Santos County Sheriff's Office's Field Training Officer (FTO) Program** is to create a sense of **peace** and **safety** within the state of San Andreas through premier law enforcement operations in the greater Los Santos Metropolitan and County areas. This is accomplished through creating a unified structure for new recruits of the Los Santos County Sheriff's Office (LCSO) and preparing them for a future in any department on the server.

Deputies in the LCSO serve the public with **respect**, **professionalism**, and **courage** to reduce crime and protect citizens. Deputies are committed to maintaining the importance of **protection** and **security**. Additionally, the LCSO strives to **serve the public trust**.

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### 1.1 | Values

In the FTO Program, we strive to uphold the following values:

***Patience. Perseverance. Understanding.***

We aim to staff the FTO Program with **competent**, **motivated**, and **educated** members who can uphold our values and represent their respective departments with pride.

Please refer to your specific agency SOP for more information on: structure, ranks, procedures, disciplinary guidelines, and other assorted policies.

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### 1.2 | Goal

The goal of the Field Training Program is to provide additional assistance to newly recruited members to produce Deputies who are capable of working on a solo assignment. In this program, Field Training Officers [FTOs] can pair up with others in the LCSO and provide training, advice, and examples relating to their patrol duties. In addition, members may request an evaluation from an FTO to get feedback on their performance as a Patrol Unit.

The LCSO Standard Operating Procedures (SOP) is hereby established to outline the procedures, tasking, and direction of the LCSO in a manner that ensures public transparency and accountability. This document will achieve this by outlining the Sheriff's Office's structure, ranks, procedures, disciplinary guidelines, and other assorted policies. This SOP, and its contents within, applies solely but utterly to all members on a full-time or part-time basis in the course of their duties participating with the LCSO.

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## 2 | FTO Selection

### 2.1 | Qualifications

- In order to qualify to be an FTO, you must have attained the rank of Deputy II within the department.
- You must be a patient person; an FTO with a short fuse has no business being an FTO.
- You must have a willingness to help new and inexperienced members learn basic patrol procedures.
- You must have a basic knowledge of patrol procedures, report writing and the various cad systems we use.
- You must have an understanding of how to deal with AI peds and Civilian roleplayers and knowledge of the various menus for such.
- You must be in good standing within your department.

### 2.2 | Application

In order to apply for an FTO position, you must ensure the above requirements have been met. Once you have done so, complete the department application.

### 2.3 | Command Staff FTO's

Command Staff may also be FTO's. If the FTO is also a member of command staff, when you are with a Trainee, you are an FTO primarily and should not be using your Trainee as a chauffeur for priority calls as you are there to mentor and teach, not take over the scene. However, if you are the only supervisor on duty, then you shall go where needed. If there are other supervisor's on duty, then your responsibility is to the Trainee. It is not fair to the Trainee who is asking for assistance to not be allowed to be trained properly because the FTO has other obligations.

### 2.4 | FTO's and Subdivisions

FTO's are allowed to be in subdivisions, as FTO's are not in and of themselves a subdivision – merely a certification. With that in mind, it is important to not let your subdivision get in the way of being a good FTO. See: Command Staff FTO's. Your duty, while acting in the capacity of an FTO, is to your Trainee. It is not fair to them if your subdivision gets in the way of their training. Understanding that certain situations may arise that require your subdivision, keep in mind that if there are other members of your subdivision on duty to handle the callout, you should stay with your Trainee unless there is no one else on duty from your subdivision.

### 2.5 | Review

Once your application has been received by FTO leadership, your application will be reviewed and a determination will be made.

## 3 | FTO Functions

### 3.1 | Basics

As an FTO it is your responsibility to foster a positive learning environment for new recruits. It is your duty to explain the basic functions of the server. Additionally, an FTO ride along is required in order to advance to certain ranks. It is important for the FTO to be aware that Trainees come from various backgrounds and may range from little or no experience to expert level. Some Trainees may need more attention and work than others and it is the duty of the FTO to be patient and understanding in order to ensure a safe and fun environment for all.

### 3.2 | Scene Presence

As an FTO, you have command authority over your Trainee. This is important to note as you are essentially the first line supervisor to your Trainee. You are responsible for your Trainee's behavior and it is your responsibility to train and mentor as needed. You are required to be in control of the scene of your Trainee, this may require you to "override" your Trainee and assume control of the scene if the Trainee becomes unable to perform the job duties in a safe or correct manner.

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### 3.3 | Documentation

As an FTO, you will be required to complete a department FTO report after your ride along with the Trainee the following reasons are listed on the FTO report:

- They require an FTO ride along for promotion purposes.
- They require remedial training and/or are under a Corrective Action Plan.
- They are requesting a department transfer.
- They specifically requested assistance from an FTO.

This documentation is required in order to give Command an understanding and insight from a first-hand perspective on the Trainee. It is designed to give the FTO a voice in reference to a Trainee and what the next course of action may be. Be aware that your opinion may be used in reference to promotions or disciplinary action.

## 4 | Uniforms

### 4.1 | FTO Uniform

During an FTO Ride along, the FTO shall wear their Class B uniform. This is done in order to have a visual representation of authority and professionalism. When the FTO is not completing a ride along, they may wear the uniform of their choice. Be sure to keep in compliance with department uniform policy.

### 4.2 | Trainee Uniform

Similar to the FTO, the Trainee shall be in their Class B uniform. The uniform shall not consist of a subdivision uniform, it shall be their regular patrol uniform. Once the ride along is complete, the Trainee may switch to a different approved uniform.

## 5 | Vehicle Use

When in any type of ride-along, update your radio callsign to include an indicator at the end. Units should start with "A" and work through the alphabet. For example, if units B109 and B299 are riding together, both units would add "-A" to their callsign (B109-A and B299-A). However, if units B238 and B387 also wanted to ride together, they would add "-B" to their callsigns (B238-B and B387-B). Units should also call over the radio that they will be riding 10-12.

### 5.1 | Trainee Passenger

When the Trainee is the passenger, FTO's may select a vehicle of their choice as long as it is not subdivision specific. This vehicle, however, shall be a marked patrol vehicle and not a subdivision vehicle. You are there to teach basic patrol functions, not how your subdivision works.

### 5.2 | FTO Passenger

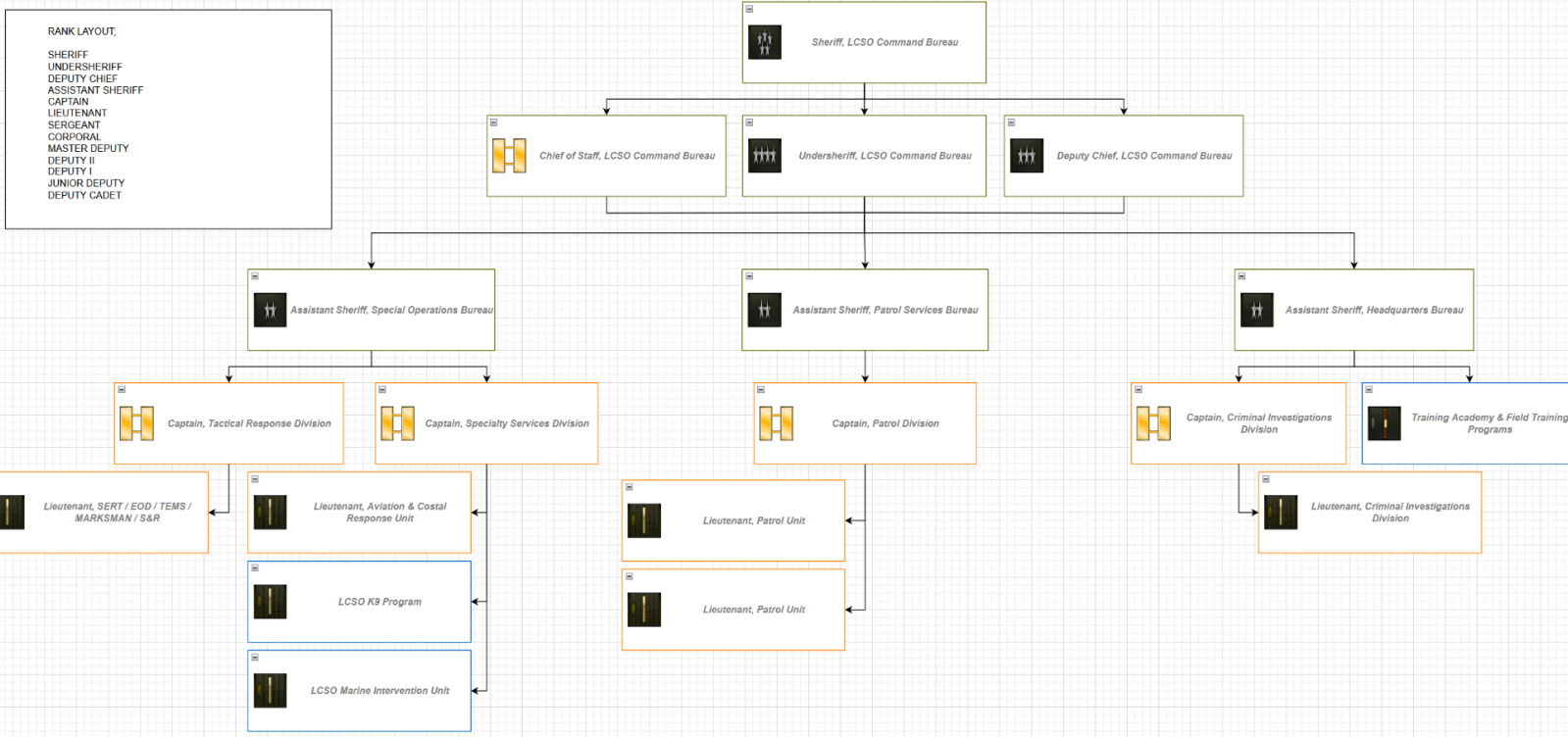
When the FTO is the passenger, FTO's will ride with the Trainee in the vehicle of the Trainee's choice. This vehicle, however, shall be a marked patrol vehicle and not a subdivision vehicle. We are here to help them with basic patrol functions, not subdivision specific assistance.

### 5.3 | Driving Expectations

Review the department policy on driving behavior. FTO's are expected to lead by example, so be a good example.

To reiterate: Deputies should treat red-light intersections as four-way stops. This means that you should stop at all red-light intersections. Once the roadway is clear, you may proceed. If the intersection is clear as you approach, you may yield and proceed instead of a full stop. Review our policy on use of force from/with a vehicle and our pursuit policy.

Appendix - A  
LCSO Organizational Chart





## Promotion Structure

### **Cadet → Junior Deputy:**

A Cadet may apply for promotion to Junior Deputy if/when:

1. A minimum of five days has passed since the Deputy joined the department.
2. The Deputy has at least 5 hours total time in the city.
3. The Deputy has written a minimum of 5 high-quality reports.
4. The Deputy must have completed a Shadowing Ride-Along.

### **Junior Deputy → Deputy I:**

A Junior Deputy may apply for promotion to Deputy if/when:

1. A minimum of one week has passed since the Deputy's last promotion.
2. The Deputy has at least 10 hours total time in the city.
3. The Deputy has written a minimum of 10 high-quality reports.
4. The Deputy must have completed at least one departmental training or course.

### **Deputy I → Deputy II:**

A Deputy I may apply for promotion to Deputy II if/when:

1. A minimum of one week has passed since the Deputy's last promotion.
2. The Deputy has at least 20 hours total time in the city.
3. The Deputy has written a minimum of 20 high-quality reports.
4. The Deputy successfully completes at least one FTO ride-along.

### **Deputy II → Master Deputy :**

A Deputy II may apply for promotion to Master Deputy if/when:

1. A minimum of one week has passed since the Deputy's last promotion.
2. The Deputy has at least 40 hours total time in the city.
3. The Deputy has written a minimum of 40 high-quality reports.

### **Corporal:**

A Deputy may be selected for promotion to Corporal if/when:

1. At the discretion of Command and High Command
2. Positions for Corporal must be available within the Department

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