



SAN ANDREAS HIGHWAY PATROL FIELD TRAINING OFFICE
STANDARD OPERATING PROCEDURE

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Introduction

100.1 Purpose

The San Andreas Highway Patrol Field Training Office is designed to provide comprehensive training to personnel in order to ensure their proficiency in law enforcement policies and procedures outlined in the San Andreas Highway Patrol Standard Operating Procedure. The office aims to equip trainees with the necessary knowledge, skills, and competencies required to effectively carry out their duties and responsibilities as highway patrol officers.

100.2 Organization

The San Andreas Highway Patrol Field Training Office is organized into nine positions: Field Training Advisor, Field Training Director, Field Training Deputy Director, Field Training Assistant Deputy Director, Field Training Senior Supervisor, Field Training Supervisor, Lead Field Training Officer, Senior Field Training Officer, and Field Training Officer.

Field Training Advisor:

The Field Training Advisor holds the position of Commander of Operations and is responsible for overseeing all Field Training operations and policies.

Field Training Director:

The Field Training Director holds the position of Major of Operations and is responsible for overseeing all Field Training operations and policies.

Field Training Deputy Director:

The Field Training Deputy Directors hold the positions of Captains of Operations. These members are in charge of Ride-Along Waiver Requests as well as overseeing the Field Training Selection Process.

Field Training Assistant Deputy Director:

The Field Training Assistant Deputy Directors hold the positions of Lieutenants of Operations. They are responsible for Ride-Along Waiver Requests, overseeing the Field Training Selection Process, and managing Field Training Inactivity.

Field Training Senior Supervisor:

The Field Training Senior Supervisor holds the position of Master Sergeant of Operations. They are tasked with supervising all Field Training Officers and maintaining all Field Training Office documents and forms. Additionally, they are responsible for completing Evaluation Ride-Alongs and Written Examinations as needed. The Field Training Senior Supervisor also assists the Field Training Assistant Deputy Directors with managing Field Training Inactivity.

Introduction

Field Training Supervisor:

The Field Training Supervisors will hold the rank of Staff Sergeant. As the first position in the Field Training Office Chain of Command, they are the primary point of contact for any questions, comments, or concerns regarding the Field Training Office. They are tasked with supervising all Field Training Officers and maintaining all Field Training Office-related documents and forms. Additionally, they can complete Evaluation Ride-Alongs and Written Examinations as needed.

Lead Field Training Officer:

This position is attained upon becoming a member of the San Andreas Highway Patrol Chain of Command. The responsibilities include completing Evaluation Ride-Alongs and administering the Written Examination to Probationary Troopers upon completion of their Ride-Along Three.

Senior Field Training Officer:

A member of the Field Training Office who has achieved the rank of Chief Master Trooper are able to complete Ride-Alongs and Evaluation Ride-Alongs. Senior Field Training Officers are not able to administer the Written Examination as this must be completed by a Lead Field Training Officer.

Field Training Officer:

Field Training Officers are responsible for conducting Ride-Along Ones as well as Ride-Along Twos for Probationary Troopers.

100.3 Field Training Application

Members of the San Andreas Highway Patrol who are interested in teaching our policies, standards, and professionalism may fill out the Field Training Application. Applications will remain open at all times unless otherwise stated by the Field Training Office Director and members of SAHP Command team. Applications will be reviewed by members of the Field Training Office Chain of Command within 14 days of submission of the application. The following are the requirements to apply for the Field Training Office:

- Must be equivalent to the rank Trooper First Class or higher.
- Must have completed and passed the Field Training Officer Entry Exam *Outlined in [100.05](#)*
- Must have no disciplinary action within the last 30 days

If a Trooper meets the requirements they may apply when applications are open by using the link [here](#).

100.4 Field Training Officer Evaluation

The Field Training Directors, Senior Supervisor, and Supervisors may evaluate a Field Training Officer at any point in time. In the event of a failed evaluation, they will collectively review the Field Training Officer's status within the Field Training Office. **All newly accepted Field Training Officers will be required to complete an evaluation upon acceptance and must pass before they will be able to conduct any Ride-Alongs alone.**

100.5 Field Training Officer Entry Exam

To become a member of the Field Training Office, Troopers must successfully complete the FTO Entry Exam with a minimum score of 80%. The exam allows a three-hour time frame for completion. However, if a Trooper fails to finish within the allotted time, the administering Chain of Command member reserves the right to require the Trooper to submit the exam in its current state. To complete the exam, Troopers should fill out the FTO Entry Exam Registration form available [here](#). It is important to note that a valid FTO Entry Exam completion is a prerequisite for applying to the Field Training Office.

Upon passing the FTO Entry Exam, the results will remain valid for 90 days after its completion. If a Trooper does not join the Field Training Office within this timeframe, they will be required to retake the exam. Additionally, a Trooper will be required to retake the FTO Entry Exam if they leave the department or community.

To enhance preparation for the exam, Troopers are strongly encouraged to review both the San Andreas Highway Patrol Standard Operating Procedures and the Field Training Office Standard Operating Procedure.

Field Training Requirements

200.1 Ride-Along Requirements

All troopers within the San Andreas Highway Patrol are required to work from their Probationary Handbook and must have a good understanding of all the materials to be signed off and cleared for solo patrol, unless pardoned by the San Andreas Highway Patrol Command or Head Administration. During the FTO Process, Probationary Troopers will have to perform the actions required by law enforcement and be proficient in all policies and programs outlined with the San Andreas Highway Patrol SOP.

200.2 Ride-Along Exemptions and Waiver

To ensure comprehensive training, all members entering the San Andreas Highway Patrol (SAHP) must complete the Field Training Process outlined below within this document. In the event that a Trooper believes they should be exempted from any or all of the required ride-alongs, they have the option to fill out the Ride-Along Waiver Form, found [here](#). The Field Training Office reserves the right to deny any waiver request.

It is important to keep in mind this waiver is designed for those who have previous law enforcement experience, i.e. transferred from another LEO department.

200.3 Ride-Along Topics

During a Probationary Troopers Ride-Alongs, certain topics must be covered and the trooper must complete certain tasks. Field Training Officers will observe Probationary Troopers in topics, but also teach some of these topics using the Probationary Ride-Along Checklist, clearing the Troopers on the topics once the FTO feels the Trooper shows a clear understanding for and is efficient with the topic. The following are topics including but not limited to:

- Area of Patrol/Jurisdiction
- Traffic Stop Procedures
- Writing Reports
- SAHP Programs and Policies
- Self Dispatching Policy
- Code Response
- Vehicle / Foot Pursuits
- Leave of Absences
- Taser Prong Removal
- Placing a Warrant
- Troops
- Bill of Rights
- Basic Investigations
- Punishment Appeal
- 10 Codes and Signals
- Radio Etiquette
- Motor Vehicle Accidents / Collisions
- Speed Enforcement
- Rule of Law
- Civ-Stalking
- Vehicle Extras and Liveries
- Pursuit Interventions
- Patrol Logs/Error Forms
- CAD / MDT
- Proper Jail and Arrest Procedures
- Chain of Command
- Search and seizure
- Statements

200.4 Ride-Alongs

Upon completion of the Law Enforcement Training Academy, Probationary Troopers will enter their Probationary Phase. Troopers will be allotted 45 days to show their understanding of multiple topics that a Field Training Officer will teach and observe the Probationary Trooper in using the [Probationary Checklist](#).

200.5 Evaluation Ride-Along

Once a Probationary Trooper has completed all topics within their checklist they will be eligible to complete their evaluation ride-along which must be completed by a Senior Field Training Officer or above. In this ride-along, the Probationary Trooper will be observed and evaluated. The Trooper will handle all calls, driving, MDT, and radio communication, the Field Training Officer should only step in if the Probationary is unsure.

Troopers must show proficiencies in all relevant policies, programs, rules and Standard Operating Procedures. This ride-along must be a minimum of one hour to allow the Senior FTO enough time to observe the Probationary Trooper in all areas. Once the ride-along is completed, if the FTO feels the Probationary has shown proficient understanding in all areas the Probationary Trooper will move onto their [Written Examination](#).

Should the Senior FTO feel the Probationary is not yet ready to be cleared for solo patrol, they must provide sufficient feedback to the Probationary and follow [Failure of a Ride-Along](#).

200.6 Written Examination

When a Probationary Trooper has completed their Evaluation Ride-Along and has been cleared, they will be required to take and pass the Written Examination. The Written Exam can only be administered by a Lead Field Training Officer (Corporal) or above. This exam will be a closed book exam meaning the Trooper may not have any Highway Patrol related documents open at any time during the exam. The Trooper taking the exam along with the Chain of Command Member administering the exam will be present in one of the SAHP FTO Channels within the MidwestRP® Discord. While in this channel the candidate taking the exam is required to share their screen for the Chain of Command Member to ensure that no other document is open during the exam. After the exam is complete, the Chain of Command member will manually go in and grade the exam and provide feedback if necessary. **The candidate must achieve a passing score of 80% or higher to be cleared for solo patrol.** In the event the Trooper taking the exam does not pass, they must wait 24 hours before they may take it again. If the Chain of Command member feels it will be necessary, they may also have the Trooper retake their Evaluation Ride-Along prior to taking the examination. The goal is to ensure our troopers are well versed in the laws/regulations here within the Highway Patrol and understand how to properly and effectively carry themselves.

Any candidate found to be cheating on this exam will likely be disqualified from the Field Training program and will have to reapply to the department 30 days after notice of disqualification. If we can't trust a candidate at the early stages, it will be harder to trust that person as time moves forward. The ultimate decision is at the hands of the Field Training Office Chain of Command.

200.7 Failure of a Ride-Along

If a Trooper fails their evaluation ride-along, look into why they failed and attempt to provide immediate coaching. At the conclusion, advise them that they must wait a minimum of **24** hours before they may attempt their evaluation ride-along again. It is at the discretion of the FTO present whether or not to propose the Trooper complete a few more ride-alongs with a FTO but that discussion would be had with a member of FTO COC. It is also encouraged for the Field Training Officer to reach out to the Field Training Office Chain of Command to make the appropriate decision.

200.8 Failure to Complete Probationary Phase

In the circumstance a Probationary Trooper fails their evaluation ride-along three times, the Trooper will be required to redo their checklist. The Trooper will then be required to complete their evaluation ride-along with a Lead Field Training Officer (Corporal) or higher. In the event the Trooper fails their evaluation ride-along a fourth time, the Troopers employment within the San Andreas Highway Patrol will be reviewed by the FTO Director and Commissioner of the Highway Patrol under Policy 800 Probationary Period of the San Andreas Highway Patrol Standard Operating Procedure.

200.9 Ride-Along Review Form

At the conclusion of any ride-along excluding the Written Exam, the Field Training Officer is to hand out the Ride-Along Review Form before letting them move on. The Ride-Along Review Form is mandatory for the Trooper to fill out and is the duty of the Field Training Officer to ensure that it is filled out and submitted. If the Trooper fails to fill this form out, they can be held to disciplinary action under this policy and not limited to a written reprimand. The Ride-Along Form helps the Field Training Office Supervisors, Senior Supervisor and Directors assess how the office and the Field Training Officers are performing. The Ride-Along Review Form can be found [here](#).

Ride-Along Conduct

300.1 Ride-Along Conduct

Field Training Officers are responsible for their ride-alongs and are to ensure that the Probationary Trooper upholds themselves to the highest standard. If the Trooper has any issues during the ride-along including but not limited to, attitude, disrespect, or AFK, the Field Training Officer should notify a Field Training Office Supervisor promptly. If the Probationary is found to be in violation of any policies, programs, rules, or anything within the Highway Patrol Standard Operating Procedures, they can face disciplinary actions from the Field Training Office Chain of Command.

300.2 Field Training Officer Conduct

Field Training Officers are required to uphold the utmost standard within the Highway Patrol both when conducting ride-alongs and when patrolling alone. They are responsible for showing Probationary Troopers the ropes of being part of the San Andreas Highway Patrol. Field Training Officers should remember whether they are doing a ride-along or not, they are a reflection of the San Andreas Highway Patrol and MidwestRP®. Field Training Officers shall always act so as not to bring any discredit upon themselves, the Highway Patrol, and MidwestRP®. Field Training Officers will be orderly, attentive, professional, and exercise patience and discretion.

Activity Requirements

400.1 Activity Requirements

In order for a member to remain within the Field Training Office, they must be able to meet certain activity requirements. In order to be considered active within the Field Training Office, each **Field Training Officer must log a minimum of 4 hours each cycle to be considered active**. If a Field Training Officer has 59 minutes or less in that cycle they will be considered inactive. If they logged 1-3:59 hours, they will be considered semi-active. Instructing Advanced Trooper Trainings (ATTs) will be recognized toward activity requirements.

400.2 Inactivity Strikes

All inactivity strikes will be issued at the end of the cycle. If activity requirements are not met by mid-month, a message will be sent to the Field Training Officer and act as a reminder of the activity requirements set forth by the Field Training Office Chain of Command. If a Field Training Officer receives 2 inactivity strikes they will be up for removal from the Field Training Office. Upon receiving their third strike, they will be removed from the Field Training Office. An inactivity strike can be removed from a Field Training Officer if they are considered active for one full cycle.

Responsibilities

500.1 Field Training Officer Responsibilities

In addition to giving new Troopers ride-alongs and ATT's, members within the Field Training Office are also responsible for filling out the proper paperwork as well. All Field Training Officers are required to fill out a Training Log upon completion of the Training Log Training Form. These forms must be filled out correctly and within 24 hours of the training's conclusion. Field Training Officers are also responsible for making sure the Troopers who just had a ride-along completed have filled out a Ride-Along Review Form as mentioned in Policy 200.9 Ride-Along Review Form. The Ride-Along Form can be found [here](#). Ride Along Review forms will not be required to be filled out by Troopers after attending any Advanced Trooper Trainings.

In order to conduct training on a specific ATT, FTO's must have already been certified in that specific ATT.

500.2 Probationary Checklist

Field Training Officers will use the Probationary Checklist to evaluate Probationary Troopers in specific topics. Some topics a Trooper will be required to display their understanding, while others they will just be required to show their understanding by answering questions. Each Probationary Trooper will have their own checklist specific to them, however, it shall only be accessible by the FTO. Once all topics are completed within the checklist, a Probationary Trooper would move onto their [Evaluation Ride-Along](#).

500.3 Conflict of Interest

Members within the San Andreas Highway Patrol Field Training Office may not conduct any ride-along with a member that would be considered a friend or acquaintance of the Field Training Officer. Any violation of this policy will result in disciplinary action up but not limited to a 10-90 and termination from the Field Training Office.

500.4 Sit-ins

Field Training Office members are allowed to sit-in on ride-alongs with the permission of the Field Training Officer. Sitting in on a ride-along is particularly recommended for newer field training officers, as it provides an opportunity to observe and learn how the ride-along should be conducted effectively. However, it is important to note that a Field Training Officer has the discretion to deny another Field Training Officer from sitting in on their ride-along. It should be kept in mind that a Field Training Officer sitting-in should remain muted within the SAHP FTO channels and will remain out of game.

500.5 Termination

Membership within the San Andreas Highway Patrol Field Training Office is a privilege given to those both dedicated and willing to put in the effort required performing the duties and maintain a good standing within the department. With this in mind, a Field Training Officers membership within the Field Training Office can be terminated at any time for any reason at the discretion of the Field Training Office Director.

Incentives

600.1 Field Training Weekends

Every weekend consisting of Saturday and Sunday, Field Training Officers that are considered active within the Field Training Office and are actively conducting phases in a timely manner are awarded with the Sergeant Vehicle Structure and Class C Uniforms for that weekend. To be eligible for FTO Weekend, the Field Training Officer must remain active and **must have logged at least 6 hours prior to the start of FTO**

Weekend. The Field Training Office Chain of Command reserves the right to prohibit any Field Training Officer from partaking in FTO Weekend if they do not remain active, fail to fill out proper paperwork, or receive any disciplinary action within the last 7 days. **This is a privilege, if abused, this privilege will be taken away from those who abuse it.**

600.2 Field Training Officer Uniform

Members of the Field Training Office will have access to a short & long sleeve variant of the Field Training Officer Uniform. Field Training Officers may wear this uniform during standard patrol if desired, however, will be required to wear it when conducting Ride-Alongs.

FTO Insignia	Rank
Gray	Field Training Officer +
Gold	Lead Field Training Officer +

600.3 Field Training Officer Vehicle

The San Andreas Highway Patrol Field Training Office has access to the 2022 Chevy Tahoe PPV in both marked and slicktop variants.

Any of these privileges can be revoked at any time by San Andreas Highway Patrol Command or by the Field Training Office Chain of Command.

600.4 Field Training Officer of the Cycle

The Field Training Officer of the Cycle will be nominated by the Field Training Office Chain of Command. The member that will be awarded Field Training Officer of the Cycle will be announced at the end of cycle meeting as well as in the SAHP Newsletter. The Field Training Officer of the Cycle will receive Staff Sergeant Vehicle Structure for 7 days from time of announcement. The Field Training Officer of the Cycle will also be able to choose between being able to wear the Class C Uniform for 7 days **OR** plain clothes for 5 days (Plain clothes must be approved before use on patrol by Field Training Office Chain of Command).

This is a privilege, if abused, this privilege will be taken away from those who abuse it.

San Andreas Highway Patrol
Field Training Office - Standard Operating Procedures

Document History

Date	History	Modified By
1/21/2025	<u>400.1 Activity Requirements & 600.1 Field Training Weekend</u>	William G.
08/20/2025	<u>100.3 Field Training Application</u>	William G.
10/21/2025	<u>400.1 Activity Requirements & 500.1 Field Training Officer Responsibilities</u>	William G.