



FIELD TRAINING PROGRAM

Enforcement Division

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POLICY

The Texas Alcoholic Beverage Commission (TABC) Field Training Program is designed to improve the agency's overall effectiveness and efficiency by continually enhancing the law enforcement skills and professionalism of its certified peace officers (CPOs). The Field Training Program assists agent trainees in becoming proficient in TABC enforcement duties.

The Field Training Program provides a structure that facilitates training and evaluation of new CPOs. The TABC will use the evaluation of agent trainees' performance level to determine whether to offer the individual permanent employment with the TABC. If an agent trainee fails to successfully complete the Field Training Program, the TABC may terminate the employment of the agent trainee.

The Field Training Program is conducted in accordance with the current *TABC Field Training Manual*, which is available from the Filed Training Coordinator.

The Enforcement Division uses the Field Training Program to achieve the following goals:

- To produce competent agents capable of working alone or in groups in a safe, skillful motivated, productive, and professional manner.
- To provide standardized, entry-level training to all newly assigned agent trainees in the practical application of learned information.
- To provide intensive instruction and remedial training to agent trainees in areas of identified deficiencies.
- To establish clear standards for evaluating agent trainees that give the agent trainee every reasonable opportunity to succeed.
- To identify weaknesses or areas of improvement in applicant hiring qualifications and academy training.
- To enhance the professionalism, job skills, and ethical standards of the law enforcement community.

ROLES AND RESPONSIBILITIES

a. **Field Training Coordinator (FTC) shall:**

1. Oversee the Field Training Program.
2. Ensure the uniform compliance of all field training personnel with the program standards and guidelines.
3. Prepare a termination report for an agent trainee, if necessary.

b. Field Training Supervisors (FTS) shall:

1. Supervise field training officers (FTOs) and agent trainees as they participate in the Field Training Program.
2. Review the *Daily Observation Training Reports* for each agent trainee under their supervision.
3. Prepare *Supervisors Weekly Training Reports*.
4. Prepare phase summary reports using the *Daily Observation Training Report* form as agent trainees graduate from each phase.
5. Choose FTOs according to the requirements in this section.

c. Field Training Officers (FTOs) shall:

1. Provide professional training and supervise agent trainees as they demonstrate their ability to carry out various law enforcement duties.
2. Evaluate agent trainees in an honest and sincere manner emphasizing both strengths and deficiencies.
3. Monitor agent trainee performance on a daily basis and complete *Daily Observation Training Reports*.
4. Inform the field-training supervisor (FTS) of any unusual problems with or actions of an agent trainee that may require supervisor attention.
5. Assign work schedules to agent trainees.

d. Agent Trainees shall:

1. Participate actively in training opportunities provided by FTOs and FTSs.
2. Devote time necessary on or off duty to meet the requirements of the Field Training Program.
3. Complete all assignments.
4. Comply with the TABC's policies and procedures and other applicable rules, regulations, and laws.
5. Arrive in a timely manner to work shifts as scheduled by the FTO and be prepared to study and learn.
6. Provide the FTO and the FTS with feedback or suggestions regarding training needs or deficiencies or general program improvement.

PROCEDURES

- a. **Selecting Field Training Officers.** The local FTS will request volunteers for FTO positions. If no qualified certified peace officers (CPOs) volunteer, the FTS, with FTC approval will select a qualified CPO to act as an FTO. An FTO must meet the following

qualifications:

1. holds the rank of Agent II or higher (exceptions may be made for agents who have prior police experience and demonstrate maturity and a high degree of knowledge in law enforcement procedures, tactics, and the Alcoholic Beverage Code and Commission Rules);
2. has received no sustained complaints in the previous 12 months;
3. does not have a work history of excessive absenteeism, performance complaints, or other unacceptable behavior;
4. demonstrates a high level of maturity, motivation, and the desire to train new agents; and
5. has completed, or is willing to complete the TABC Field Training Officer School.

b. Field Training Program Phases.

1. The Field Training Program commences after the TABC Basic Academy and consists of three phases. Each phase is designed to last six weeks. Each week consists of 40 hours.
2. An agent trainee must successfully complete one phase before advancing to the next.
3. To advance to the next phase, an agent trainee must achieve an average acceptable rating in all categories on the end of phase evaluation and must pass a written exam with a score of at least 70% correct. The average ratings for the last workweek will be used to determine if ratings are at an acceptable level.
4. If an agent trainee does not pass either the end of phase evaluation or the written exam, he or she will be given an opportunity to be reevaluated or retake and pass the exam.
5. If the agent trainee does not pass his or her second attempt, the FTO will provide the agent trainee with intensive training and allow the agent trainee a third attempt. The FTO will also notify his or her FTS that the agent trainee failed the second attempt. This notice will be transmitted up the chain of command to the captain.
6. If the agent trainee does not pass on his or her third attempt, the FTO, FTS, and the FTC will meet to determine whether to recommend the termination of the agent trainee's employment with the TABC.

FORMS

Daily Observation Report
Supervisor's Weekly Report
Agent Trainee Guide

REFERENCE

TABC Field Training Manual
