



## CRYSTAL POLICE DEPARTMENT

### Department Policy Manual

TITLE: Field Training Program

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### PURPOSE

The Field Training Officer Program is intended to provide a curriculum and standards that facilitate a new officer's transition from the academic setting to the actual performance of the general law enforcement duties of the Crystal Police Department.

It is the policy of this department to assign all newly hired police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment and to acquire all of the skills needed to operate in a safe, productive, and professional manner.

### FIELD TRAINING OFFICER

The Field Training officer (FTO) is an officer trained in the art of supervising, training, and evaluating entry-level and lateral transfer police officers in the application of their previously acquired and newly taught knowledge and skills.

FTOs will be selected based on the following requirements:

- Desire to be an FTO
- Demonstrated ability as a positive role model
- Evaluation by supervisors and current FTOs
- Approval by the Chief of Police

Officers selected for the FTO program must undergo a post certified FTO course prior to being assigned any trainee. An FTO may be removed from the program at the discretion of the Chief of Police or his/her designee.

### FIELD TRAINING OFFICER RESPONSIBILITIES

The FTO will be responsible for the following:

- Daily on the job instruction for trainees
- Completing Daily Observation Reports (DOR) on the performance of the assigned trainee to the FTO coordinator or immediate supervisor daily. The DOR shall be filled out completely. The DOR should not be turned in for review more than one shift late, unless approved by a supervisor.
- Reviewing the Daily Observation Report with the trainee each day
- Completing a detailed end of phase performance evaluation on the assigned trainee at the end of each phase of training.
- Completing additional documentation such as weekly summaries and performance plan progress reports as directed by the FTO Program Supervisor.

- Signing off all completed topics contained in the Field Training Manual, noting the method of learning and evaluating the performance of the assigned trainee.
- Documenting specific calls for service and tactical role plan/report-based role play training related to the FTO Manual training tasks.
- Ensure that non-evaluation days are used appropriately (as a training tool to relieve trainee stress). Non-evaluation days should not be used because another FTO is filling in for the Phase FTO. A DOR shall still be completed on a non-evaluation day, although ratings shall be left blank.

## **FTO PROGRAM SUPERVISOR**

The Field Training Officer Program Supervisor will be selected by the Chief of Police or designee.

The responsibilities of the FTO Program Supervisor include the following:

- Assignment of trainees to FTOs.
- Conduct FTO meetings
- Maintain and ensure FTO/trainee performance evaluations are completed
- Maintain and update the Field Training Manual
- Monitor individual FTO performance
- Monitor individual FTO performance
- Monitor overall FTO program
- Maintain liaison with FTO coordinators or other agencies
- Review and approve the Daily Observation Reports submitted by the FTO through his/her immediate supervisor.

The FTO Program supervisor will be required to obtain a Field Training Officer Supervisory certificate from a Minnesota POST Board-approved course as soon as practicable.

The FTO Program Supervisor will hold periodic meetings as needed with all FTOs to ensure understanding and compliance with the requirements of the Field Training Program.

## **BACKGROUND UNIT COORDINATION**

To better serve the newly hired candidate, members of the background unit should meet with assigned FTOs and the program supervisor to provide an overview of the trainee, allowing the FTO unit to tailor training methods.

Any information disclosed during the background unit briefing is confidential employee information. Any release of this information to unauthorized parties is subject to discipline.

## **TRAINEE/PROBATIONARY OFFICER**

A trainee is any police officer who is newly appointed to the Crystal Police Department. Trainees shall be required to successfully complete phases 1 through 4 of the Field Training Program before being assigned as a probationary, solo-patrol certified employee.

Any policing actions taken by the trainee shall be under the direct supervision of the Field Training Officer.

Trainees may not wear the police uniform to or from work, or while in an off-duty status, until they are certified for phase 5 (probationary solo patrol). Trainees may not carry a firearm to or from work, or while in an off-duty status, until they are certified for phase 5 (probationary solo patrol).

Trainees may not remove the department issued firearm from the workplace unless they are on duty and under the supervision for a Field Training Officer until they have been certified for phase 5 (probationary solo patrol). The trainee may transport the department issued firearm from the workplace to a department sanctioned firearms training. Any trainee who is transporting a department issued firearm, and who is not certified for probationary solo patrol, is expected to follow applicable state statutes pertaining to the lawful transport of firearms.

Nothing in this policy precludes a trainee from carrying a concealed weapon under the authority of a lawfully obtained "carry concealed firearm" permit. The trainee is not authorized to take off duty police actions of until certified for probationary solo patrol.

A trainee may not use vacation time or sick leave during the first six months of employment unless they have accrued time through previous employment with the city. ESST and PFML are excluded from this restriction. Any deviation from this clause shall be approved by a supervisor of the rank of Lieutenant or above.

A Probationary Officer may not work any off-duty police related employment. A Probationary Officer may sign up and be selected for department sanctioned overtime shifts (shift shortages, Crystal Frolics, TZD, etc.).

The Chief of Police may recommend to the city manager the dismissal of a probationary officer at any time during the probationary period for any reason. The terminated employee must be notified in writing of the determination.

## **FIELD TRAINING MANUAL**

The FTO Manual will be provided through the FTO tracking software and will be available to all trainees, FTO's, supervisors, and administrators. This manual is an outline of the subject matter and skills necessary to properly function as an officer with the Crystal Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The trainee, FTO, and program supervisor are responsible for the completion of the FTO manual tasks, DOR's, and phase summaries.

## **FIELD TRAINING PROGRAM**

The Field Training Program generally consists of one calendar year, broken into 5 phases. During the year-long program, the trainee is a probationary employee. The training period may be lengthened or abbreviated at the discretion of the FTO Program Supervisor, and dependent upon the needs of the specific trainee as assessed by the Field Training Officers. The probationary period may be lengthened or abbreviated with approval from the Chief of Police.

The trainee may only move forward in the Field Training Program if the trainee can successfully meet the standards described in the Field Training Manual. If the trainee is unable to progress through a phase successfully, additional measures may be taken including, but not limited to the following:

- Providing additional or remedial training

- Extension of training in a phase
- Switching Field Training Officers
- Institution of a performance improvement plan
- Termination of employment

PHASE 1 – this phase consists of the initial employee orientation and assignment to a phase 1 FTO. The trainee will not move forward to phase 2 until the trainee has demonstrated competency in all phase 1 training tasks and does not have lingering MSN (meets standards – no) or NRT (not responding to training). During this phase, the goal is to work the trainee up to handling approximately 25% of the policework with the FTO demonstrating approximately 75%. No trainee will be expected to handle any police duties for which they have not received training.

PHASE 2 – The trainee will be assigned to the Primary FTO. The trainee will not move forward to phase 3 until the trainee has demonstrated competency in all phase 1 and 2 training tasks and does not have lingering MSN (meets standards – no) or NRT (not responding to training). During this phase, the goal is to work the trainee up to handling approximately 50% of the police work with the FTO demonstrating approximately 50%. No trainee will be expected to handle any police duties for which they have not received training.

PHASE 3 – The trainee will be assigned to a Phase 3 FTO. The trainee will not move forward to phase 4 until the trainee has demonstrated competency in all phase 1, 2, and 3 training tasks and does not have lingering MSN (meets standards – no) or NRT (not responding to training). During this phase, the goal is to work the trainee up to handling approximately 75% of the police work with the FTO demonstrating approximately 25%. No trainee will be expected to handle any police duties for which they have not received training.

PHASE 4 – The trainee will be assigned to the primary FTO (phase 2 FTO). The trainee will not move forward to phase 5 (solo probationary patrol) until they have demonstrated competency in all phase 1, 2, 3, and 4 training tasks and does not have lingering MSN (meets standards – no) or NRT (not responding to training). During this phase, the goal is to work the trainee up to handling 100% of the police work with the FTO observing in plain clothes. No trainee will be expected to handle any police duties for which they have not received training.

OPTIONAL TRAFFIC PHASE – When staffing allows, the trainee may be assigned for a week with the training officer. This extra week will be at the discretion of the Field Training Program Director. The week with the Traffic Officer is not required to successfully complete the field training program.

PROBATIONARY SOLO PATROL CHECK OUT - Completion of Phase 4 field training will be determined by the Phase 4 Field Training Officer and Program Supervisor. The Program Supervisor will review the trainees DORs, Phase Summaries, and training tasks to determine if the trainee has completed the program and has achieved the level of Phase 5 (solo patrol). If the FTO Program Supervisor deems it appropriate, they may require the trainee to conduct a check out shift with an assigned supervisor prior to moving on to Phase 5.

If the trainee is unable to be certified for probationary solo patrol, additional measures may be taken including, but not limited to, the following:

- Providing additional or remedial training

- Extension of the Field Training Program
- Switching Field Training Officers
- Institution of a performance improvement plan
- Termination of employment

PHASE 5 – Upon successful completion of the probationary solo patrol check-out, probationers will be assigned to solo patrol duty. The primary shift sergeant will be responsible for supervision of the probationary employee for the duration of their probationary employment. The sergeant will complete monthly progress evaluations of the probationary employee and forward them to the FTO program coordinator. These progress evaluations will be included with the probationary employee's FTO file.

Prior to the completion of the one-year probationary period, the assigned sergeant, FTO coordinator, and patrol lieutenant will make a recommendation to the Chief of Police for/against retention of the probationary employee, or extension or the probation period.

If at any time during the probationary period, it is determined that the trainee is not performing to department standards described in the policy or FTO manuals, additional measures may be taken including, but not limited to, the following:

- Providing additional or remedial training
- Extension of the Field Training Program
- Switching Field Training Officers
- Institution of a performance improvement plan
- Termination of employment

## **SHIFT SUPERVISOR RESPONSIBILITIES**

- The Shift Sergeant is responsible for day-to-day supervision of the Field Training Officers' methods and shall provide feedback to the FTO Program Supervisor and patrol lieutenant as needed.
- Upon completion of the FTO program the Shift Supervisor shall provide the FTO Program Coordinator monthly evaluations of probationary officer progress and performance.

## **IN-SERVICE REORIENTATION**

The field training unit will provide a process to give updates and orientation to sworn personnel returning to the patrol unit from extended absences or non-uniform assignments. Sworn personnel who have been absent from patrol for more than a 90-day period may be assigned with an FTO in order to provide the sworn officer with a smooth transition back to uniformed patrol. The duration of the assignment will be determined by the needs of the returning officer as assessed by the returning Officer and Sergeant.

The FTO will provide any updates on recent changes in policy, procedure, systems, forms, and the patrol jurisdiction which would affect the returning officer.

During the reorientation, the returning officer is not subject to any of the evaluation or observation processes required of probationers in training. The reorientation will take place on the returning officer's regular patrol schedule. The returning officer and FTO may function as a two-person squad and may be utilized for two-person calls.

## **DOCUMENT RETENTION**

All documentation of the Field Training Program will be retained in the field training software and will consist of the following:

- Field Training Manual with signed and completed training tasks
- Daily Observation Reports
- End of phase evaluations
- FTO Program Supervisor check-out summary
- Performance Improvement Plans (if implemented)
- Monthly probationary officer performance evaluations