

# UW Whitewater Police



## Recruit Academy and Field Training

Number: 33.4	No. Pages: 2		
Special Instructions: CALEA 33.4.1, 33.4.2, 33.4.3			
Approved By: Chief Kiederlen	Effective Date: 1/27/23	Revised Date: 10/01/24	Revision number: 3

### I. Purpose

To provide information to police personnel about the mandatory police recruit training and field training program for police officers.

### II. Policy

The UW-Whitewater Police Department (UWWPD) shall establish mandatory police recruit training prior to, during, and immediately following the law enforcement academy. It shall also establish the foundation for a field training and evaluation program for police officers.

### III. Procedure

#### A. Police Recruit Training Prior to Assignment (33.4.1, 33.4.2)

1. Upon hire, sworn personnel are required to attend and complete a recruit training program prior to assignment in any capacity in which they are permitted to carry a weapon or be placed in the position to make an arrest.
2. Included in this category are those recruit officers with previous police experience who have not attended a basic recruit academy in the state of Wisconsin.
3. Wisconsin Statute 165.85(4)(b)(1) indicates the total period during which a person may serve as a law enforcement officer on a temporary or probationary basis without completing a preparatory program of law enforcement training approved by the Law Enforcement Standards Board, which shall not exceed two (2) years.
4. Wisconsin Administrative Code 3.01(1)(c) indicates that each trainee must successfully complete academy training within the original probationary period. Extensions and exemptions may be granted, but only in select cases.
5. Recruit officers who have a gap in their police employment of more than three years shall be required to attend and successfully complete a police training academy.
6. The Law Enforcement Standards Board of the Department of Justice Training and Standards Bureau establishes the length of training, course curriculum, and certification standards and procedures for training academies.
7. Law enforcement officers who hold or have held employment as a certified or licensed law enforcement or tribal law enforcement officer in another state, or hold or have held military veteran status in a Military Occupational Specialty as a law

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enforcement officer (Military Police/Security Forces/Master of Arms), full-time for a minimum of one year beyond completion of academy training, fully empowered and paid for all hours worked, who continue to hold or voluntarily left employment within less than three years, may qualify to complete a reciprocity examination administered by the Bureau of Training and Standards of the Wisconsin Department of Justice.

8. The state law enforcement training academy utilized by the department shall include the following:
  - a. A curriculum based on the tasks of the most frequent assignment associated duties of officers who complete recruit training; and
  - b. The use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities; and
  - c. An orientation handbook issued to all new recruit personnel at the time academy training begins. The Training Supervisor or designee shall ensure all department recruits receive such items.
  - d. The training supervisor will act as a liaison with the training academy and the recruit.

## **B. Field Training and Evaluation Program (33.4.3)**

1. All trainees will complete at least 160 hours of field training, outside of the required classroom training.
2. Field Trainer applicants shall have, at minimum, the following qualifications to be selected for the position of Field Trainer:
  - a. Successful completion of the probationary period as a police officer for the UWWPD.
  - b. Strong performance in a competitive interview process.
  - c. Acceptable Department performance evaluations; and
  - d. Once selected as a Field Trainer, officers must have two years of patrol experience with UWWPD prior to being utilized as a trainer.
3. Selected Field Trainers are required to attend a Field Training Officer (FTO) course. Field Trainers and Training Supervisor will meet annually to review and assess the current training program.
4. Trainees will rotate through all patrol shifts during the training program.
5. Guidelines for the evaluation of recruits by field training officers and reporting responsibilities of Field Trainers is outline in the Police Training Manual. (See attachments for Field Training Forms)

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## Attachment A: Daily Observation Report



### Daily Observation Report

Date: [REDACTED]

Extension of Training

Shift: [REDACTED]

PTO: [REDACTED]

#### Performance Assessment Categories

	Exceeds Standards	Meets Standards	Not Meeting Standards	Not Observed	Not Responding to Training
1. Interpersonal Relationships	<input type="checkbox"/>				
2. Jurisdictional Geography & Orientation	<input type="checkbox"/>				
3. Motor Vehicle Operation & Use of Emergency Equipment	<input type="checkbox"/>				
4. Telecommunications Protocols & Skills	<input type="checkbox"/>				
5. Patrol Strategies	<input type="checkbox"/>				
6. Patrol Tactics	<input type="checkbox"/>				
7. Criminal Statutes/Ordinances	<input type="checkbox"/>				
8. Information Processing & Case Building	<input type="checkbox"/>				
9. Problem Solving & Decision Making	<input type="checkbox"/>				
10. Traffic Enforcement & Accident Scene Management/Investigation	<input type="checkbox"/>				

*I acknowledge that I was fully briefed regarding my performance this date.*

Probationer: [REDACTED]

Reviewed By: [REDACTED]

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## Attachment B: Trainee Self Evaluation Report

### **Weekly Trainee Self Evaluation Report**

Complete this form at the end of each week. Grade yourself on how you viewed your performance for the week. Document in the notes sections why you graded yourself the way you did. Provide specific examples. Review with your trainer and both will sign off and submit weekly to the training supervisor.



Shift:

Date:

PTO:

#### Performance Assessment Categories

	Exceeds Standards	Meets Standards	Not Meeting Standards	Not Observed	Not Responding to Training
1. Interpersonal Relationships	<input type="checkbox"/>				
2. Jurisdictional Geography & Orientation	<input type="checkbox"/>				
3. Motor Vehicle Operation & Use of Emergency Equipment	<input type="checkbox"/>				
4. Telecommunications Protocols & Skills	<input type="checkbox"/>				
5. Patrol Strategies	<input type="checkbox"/>				
6. Patrol Tactics	<input type="checkbox"/>				
7. Criminal Statutes/Ordinances	<input type="checkbox"/>				
8. Information Processing & Case Building	<input type="checkbox"/>				
9. Problem Solving & Decision Making	<input type="checkbox"/>				
10. Traffic Enforcement & Accident Scene Management/Investigation	<input type="checkbox"/>				

*I acknowledge that I went over my self evaluation with my assigned training officer*

Trainee:

Training Officer:

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## Attachment C: Task Sheet

### Task Sheet Example

Phase	Task Description	Task Completed	Meets Standards	Does Not Meet Standards	Date	Training Officer	Trainee Initials	Comments/Note/Remedial Training Provided
Orientation	Orientation							
Orientation	Emergency Government							
Orientation	Tour of the Department							
Orientation	Uniforms/Appearance/Plain Clothes							
Orientation	Briefing Procedures							
Orientation	Radio/MDC Communication							
1	Vehicle Inspection							
All Phases	Geographic Familiarization/Orientation							
All Phases	Emergency Vehicle Operations/Pursuit							
All Phases	Department Computer Functions							
All Phases	Report Writing							
1	Department Policy and Procedure							
1	UWS 18.06							
1	Use of Force/Officer Safety Techniques							
1	Parking Vehicle Tow Procedures							
1	Community / Problem Orientated Policing							
1	911 Hang-Up Response							
1	Traffic Violations/Enforcement							
1	Vehicle Contacts							
1	Animal Complaints							
2	Patrol Operations							
2	Crime Prevention							
2	Common Daily Tasks							
2	Building and Area Searches							
2	Enforcement of Alcohol							
2	Vehicle Searches							
2	Searches of Persons							
2	Arrest Procedure							
2	Booking Procedure/Prisoner Transport							
2	Accident Investigation							
2	Special Events							
2	Annoying, Harassing, Phone Calls/Email							
2	Juvenile Procedures							
2	Lewd and Lascivious Behavior Cases							
2	Concealed Weapon/Weapons Violation							
2	DWI Investigation							
2	Emergency Detention/Protective Custody							
3	Fire Alarm Response							
3	Intrusion/Panic Alarm Response							
3	Disturbances							
3	Resisting/Obstructing an Officer							
3	Domestic Abuse							
3	High Risk Vehicle Contacts							
3	Bomb Response							
4	Interview/Interviewing/Interrogation							
4	Drug/Narcotics Enforcement							
4	Evidence Collection							
4	Criminal Damage Investigation							
4	Hate Crime Investigation							
4	Theft Investigations							
4	Burglary Investigation							
4	Selling, Peddling and Sollditing							
4	Robbery Investigations							
4	Investigating Crimes Against Persons							
4	Battery Investigation							
4	Sexual Assault Investigations							
4	Death/Serious Injury Investigations							
4	Court Testimony							

*I certify that I have personally completed and reviewed the above task checklist:*

**Trainee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Trainee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Training Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Attachment D: End of Phase Summary

### **End of Phase Summary**

At the end of each phase this document will be completed by the primary training officer assigned during the phase. This form will be sent to all trainers and the training supervisor. The training supervisor will review and sign off on this document.



In the notes section of this document the training officer must document the following: Noted areas of concern, areas needing improvement, areas trainee is doing well in, list of tasks covered and a general summary of trainees overall performance.

Date: [REDACTED] Training officer completing report: [REDACTED]

Phase summary is being completed for: [REDACTED]

Shift Trainee was primarily assigned to: [REDACTED]

#### Performance Assessment Categories

##### 1. Interpersonal Relationships

##### 2. Jurisdictional Geography & Orientation

##### 3. Motor Vehicle Operation & Use of Emergency Equipment

##### 4. Telecommunications Protocols & Skills

##### 5. Patrol Strategies

##### 6. Patrol Tactics

##### 7. Criminal Statutes/Ordinances

##### 8. Information Processing & Case Building

##### 9. Problem Solving & Decision Making

##### 10. Traffic Enforcement & Accident Scene Management/Investigation

	Exceeds Standards	Meets Standards	Not Meeting Standards	Not Observed	Not Responding to Training
1. Interpersonal Relationships	<input type="checkbox"/>				
2. Jurisdictional Geography & Orientation	<input type="checkbox"/>				
3. Motor Vehicle Operation & Use of Emergency Equipment	<input type="checkbox"/>				
4. Telecommunications Protocols & Skills	<input type="checkbox"/>				
5. Patrol Strategies	<input type="checkbox"/>				
6. Patrol Tactics	<input type="checkbox"/>				
7. Criminal Statutes/Ordinances	<input type="checkbox"/>				
8. Information Processing & Case Building	<input type="checkbox"/>				
9. Problem Solving & Decision Making	<input type="checkbox"/>				
10. Traffic Enforcement & Accident Scene Management/Investigation	<input type="checkbox"/>				

I acknowledge that I have reviewed this end of phase summary: Training Supervisor: [REDACTED]

Date Reviewed: [REDACTED]

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## Attachment E: Training Officer Final Evaluation

### **Training Officer final evaluation of trainee:**



Date: \_\_\_\_\_

Training Officer: \_\_\_\_\_

Trainee: \_\_\_\_\_

I \_\_\_\_\_ was a training officer actively involved in \_\_\_\_\_ training program and:

- Would Recommend this officer for solo patrol duties and successful competition of the training program.
- Would Recommend this officer for solo patrol duties and successful competition of the training program with reservations.
- Would Recommend this officer for solo patrol duties or successful competition of the training program.

Please provide reasoning for your selection below:

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Training officer signature/date: \_\_\_\_\_

Training Supervisor signature/date: \_\_\_\_\_

\*\*\*\*\* This form will be completed by all training officers actively involved in the training and submitted to training supervisor prior to the start of trainee's shadow week.