

UW Whitewater Police



Recruit Academy and Field Training		Number: 33.4	No. Pages: 2
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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, 33.4.4)

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. The UWWPD does not provide its own basic law enforcement training program; all recruits attend a state-approved academy that provides the required instruction, evaluations, and orientation to perform the duties of a fully functioning sworn officer.
3. 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.
4. 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.
5. 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.
6. 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.

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7. 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.
8. 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 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.
9. 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 shall be supervised by a Lieutenant to ensure compliance with training standards and proper mentorship. 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.
 - a. Daily briefings shall be conducted at the beginning of each shift to review assignments, training objectives, and performance expectations.

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5. Guidelines for the evaluation of recruits by field training officers and reporting responsibilities of Field Trainers is outlined in the Police Training Manual.
6. An administrative review of the Field Training Program shall be conducted annually by the Assistant Chief or designee and completed by the end of the third quarter of each fiscal year (July 1 – June 30). The review shall include program effectiveness, FTO evaluations, trainee performance, and recommendations for modifications.

C. Evaluation of Prior Training and Experience (33.4.5)

1. The UWWPD shall establish procedures for the evaluation of prior training received by candidates with previous sworn law enforcement experience.
2. The evaluation shall include a documented review of the candidate's completed:
 - a. Basic law enforcement training curriculum;
 - b. Supplemental in-service training; and
 - c. Specialty training, as applicable.
3. The review shall be completed through the Police Applicant Background Investigation process and conducted only by authorized department personnel.
4. The department shall identify any training deficiencies or gaps and require the completion of additional training to address identified needs.