

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

FIELD TRAINING AND EVALUATION PROCESS

Reviewed by: Lt. Stanley Harris	Effective Date: June 6, 1996
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PURPOSE

The Department's Field Training Program is an extension of the law enforcement selection process that combines on-the-job training with objective evaluations to ensure that the standards of a competent law enforcement officer are met. The Field Training Program's mission is to improve the overall effectiveness and efficiency of law enforcement service by providing individualized, objective and verifiable training to all probationary officers. Furthermore, the evaluation component allows Field Training staff to make informed recommendations to the Chief on retaining qualified probationary officers or not retaining unqualified probationary officers.

GOALS

The Field Training Program's goals include the following:

Improving the Overall Applicant Screening Process

Field Training Program is one component of the Department's overall applicant screening process and is designed to facilitate on-the-job observations and performance assessment. It is also designed to allow feedback regarding strengths and deficiencies in candidate recruitment, testing, selection, basic training and certification.

Establishing a Recruit Officer Appraisal Process

The process is designed to provide a valid job related, post-Basic Training Academy evaluation of the recruit officer's performance utilizing standardized and systematic approaches to job/task performance documentation.

Improving the Recruit Officer Training Process

The process provides on-the-job, post-Basic Academy instruction via Field Training Officers (FTOs) serving as mentors or role models for recruit officers in the development and application of requisite knowledge, skills, and abilities to execute patrol responsibilities.

Establishing Professional Development Within The Department

The Field Training and Evaluation Process provides another area of professional development within the Police Department. Field Training Officers gain valuable one-on-one supervisory experience as well as knowledge that increases basic leadership, training skills, and personal performance assessment and coaching techniques.

Establishing an Improved In-service Retraining Process

Field Training and Evaluation provides a process to provide retraining and orientation to sworn personnel returning to patrol operations after extended absences or assignments:

1. Sworn personnel who have been absent from Patrol for a period of 365 calendar days or more will be assigned to an FTO for a minimum 5 day period.
2. During the time sworn officers are assigned to an FTO, they will not be subject to the evaluation process required of recruit officers in training. The FTO's function is to re-familiarize the officer with agency forms, updated policies, procedures, and orders, in conjunction with the FTO Commander and Training Sergeant.
3. Sworn officers returning to Patrol from extended absences or assignments will receive such retraining and orientation as part of their regularly scheduled patrol duties, and as such, will be assigned as part of a two-officer unit and can be utilized to handle any double car assignments at the discretion of the FTO.
4. Sworn officers returning to patrol from extended absences or assignments will be assigned their FTO from their assigned shift if possible for the retraining period.

ORGANIZATION

Field Training Unit Commander

1. The Field Training Unit Commander (hereafter: Commander) shall be a Lieutenant designated by the Chief of Police.
2. The Commander shall be responsible for the administration and assessment of the Field Training Program. The Commander will monitor recruit officer's development during the recruit officer's probationary employment period.
3. When appropriate, the Commander shall coordinate the preparation of a report of recruit officer development to date, and submit it to the Chief of Police with a recommendation to retain, extend training, or dismiss the recruit officer. Field Training Unit personnel and patrol supervisors will provide input in this evaluation as required.
4. The Commander shall prepare and present reports of recruit officer development and status at command staff meetings.
5. The Commander should attend the various training sessions and Field Training Unit meetings. The Commander will assess first-hand information concerning recruit officer performance and evaluate the instructional techniques of the FTOs. The Commander shall formally request and disseminate pertinent basic law enforcement training information from the Basic Academy to the FTOs.
6. The Commander shall monitor and evaluate the overall development of recruit officers to identify and rectify deficient performance and assist in resolving them through training and coaching.
7. The Commander shall be responsible for planning, directing, and evaluating field training assignments and any changes in such assignment or variations in the length of the assignments.
8. The Commander shall work closely with the Shift Supervisor, during and after the completion of Field Training Program assignments, to determine and correct any training deficiencies. The Commander may recommend the extension of a step for additional training and coaching of a recruit officer.
9. The Commander shall facilitate the assembly of information relating to a recruit officer's progress. The Commander will disseminate said information to the appropriate supervisor and command officers.

10. The Commander should attend the various training sessions and Field Training Unit meetings to provide and receive first hand information concerning recruit officer performance and to observe FTO problem solving techniques.

Field Training Sergeants

1. The Field Training Sergeant has the responsibility of his assigned position, as well as the training and evaluation of recruit officers assigned to him. The Field Training Sergeant(s) shall keep the other shift supervisors and command personnel informed of the progress of recruit officers assigned to a shift. All Patrol Sergeants shall receive training in the supervision of the field training process.
2. The Field Training Sergeant must ensure that the training and evaluation process is properly administered. Various sources of information shall be used to achieve these goals, including (but not limited to) *Daily Observation Reports*, oral communications with the FTOs, and personal observations of recruit officers' performance to assist in the summary of weekly progress.
3. Field Training Sergeants are responsible for the review of the *Recruit Officer Manual* to determine if it is current and properly completed and to assist in corrective actions as needed.
4. Field Training Sergeants shall complete the *Weekly Summary Report* and place in the Recruit Officer's DOR Notebook.

C. Field Training Officer

1. The FTO has three primary roles to fulfill: that of patrol officer, trainer of recruit officers, and assessor of recruit officers.
2. The FTO shall be responsible for training and evaluating recruit officers assigned by the Field Training Unit command staff.
3. FTOs may assist the Board of Fire and Police Commissioners, as directed by the Chief of Police, in background investigations and the selection board process for police officer candidates.
4. The FTO shall be a sworn police officer who has met all posted qualifications and has successfully completed the Field Training Officer selection process.
5. All FTOs shall receive formal FTO instruction prior to assuming recruit officer training and coaching responsibilities.
6. FTOs will go to court with their recruit officers, regardless of whether the FTO was given a court notice or subpoena.
7. An FTO may be released from field training and evaluation duties as follows:
 - a. at the request of the individual.
 - b. at the direction of the Chief of Police for unacceptable field training or patrol operations performance, upon recommendation of the Commander.
8. Selection process of FTOs
 - a. The Police Department shall post notice of FTO openings.
 - b. Written applications shall be made to the shift FTO supervisor(s) for their approval. Comments about the officer(s) are required from their supervisors.
 - c. Minimum qualifications for FTOs include:
 - (1) three years of employment as a sworn police officer. This can include time served at another agency if the FTO candidate was hired under the Experienced Officer Hiring Program and is off probation.

- (2) acceptable performance evaluations and input from current and immediate past supervisors (with direct observation or knowledge of work habits, standards, etc.) and
 - (3) acceptable personnel file entries, e.g., no significant pattern of citizen complaints, civil litigation filings, etc.
- d. All qualified applicants shall be assessed by a selection board as designated by the Chief of Police and will be appointed by the Chief of Police.

ASSIGNMENT OF RECRUIT OFFICERS

Assignments

1. Recruit Officers shall be assigned to the uniformed Patrol Division.
2. Recruit Officers shall not be permitted to carry a firearm in a position of concealment during off-duty hours until such time as s/he has certified for solo patrol (advancement to Step V) and has successfully completed all agency requirements:
 - a. inspection, approval/certification by the Department's range officer prior to any street level training,
 - b. demonstration of safe handling and maintenance of the approved weapon,
 - c. proficiency qualification on the Department's course of fire prior to any street level training,
 - d. in-service orientation regarding off-duty "activation" status and safety protocol (cover/concealment, etc.).
1. Recruits hired under the Experienced Officer Hiring Program who are certified through the State of Illinois may carry a firearm in a position of concealment during off-duty hours after they have qualified on the department's course of fire.
2. Recruit officers shall wear "civilian" attire to and from the workplace until certified for solo patrol.
3. Recruit officers shall not be permitted to engage in any off-duty police work.
4. Recruit officers shall not be assigned to specialized divisions prior to certification for Solo Patrol nor will recruit officers be given specialized assignments until they have been trained in that area of specialization.
5. Recruit officers shall be accompanied by an FTO on all court appearances.
6. Recruit officers assigned to the Patrol Division shall be placed in a Field Training Program assignment under the supervision of a Field Training Sergeant and FTO as defined in the order.
 - a. The field training assignment shall be predetermined and will be varied only when a recruit officer needs retraining and/or the preassigned FTO is unavailable.
 - b. The Commander, with the approval of the Chief of Police, may continue the field training assignment of a recruit officer beyond the predetermined step should the need for further training and evaluation be apparent.

Phases and Steps

1. Phase One should include a minimum of seven days of in-house orientation, training and proficiency testing and evaluation
 - a. *Skills Triathlon Certification*, a pre-field assignment in the following areas:
 - (1) use of force policy/procedures and demonstration of skills certification (non-lethal to deadly force continuum, including discretionary use of firearm [shoot-don't shoot simulator]), and

- (2) operation of police motor vehicles, emergency equipment policy and procedures, driving skills certification, and
- (3) arrest policy/procedures and demonstration of mechanics of custodial arrest procedures (mock arrest scenario).
- b. Orientation to Field Training includes issuance of *Recruit Officer Manual* and review of all responsibilities and requirements for continued employment status.
2. Phase Two is comprised of Field Training and Evaluation Process Steps I-IV.
 - a. Step One shall be a minimum of twenty working days in duration.
 - (1) For the first working day recruit officers are not formally evaluated using the Daily Observation Report (DOR). However, during the Non-Evaluation Day (NED) the FTO shall narratively document training/coaching and Total Training Time.
 - (2) Minimally, step one requires twenty working days for structured training and evaluation.
 - (3) "Working day" is defined as the period during which the recruit officer is assigned to an FTO and completes a minimum of 50% of the scheduled shift.
 - (4) The Field Training Sergeant will ensure that the minimum number of certified days of training and evaluation has been completed (20 days).
 - (5) In the event that the probationer's performance is not acceptable (Not Responding to Training [NRT] --- Deficient Performance) at the close of any step, the following protocols shall be affected:
 1. A Probationer's Field Training and Evaluation period may be extended upon approval of the Chief of Police, based upon such recommendation by the Field Training Unit when supported by the Field Training Commander.
 2. All extensions of training for NRT shall be administered with a formal *Performance Improvement Plan* collaboratively executed by the probationer, Field Training Officer(s), Field Training (shift) Sergeant, and/or Field Training Commander during an "extension of training meeting."
 - (6) Early-release options (lateral entrants): In the event that the probationer is consistently performing at an *acceptable* level and has satisfactorily accomplished all formal *training tasks*, the Field Training Commander shall:
 1. Review all Field Training documentation to confirm that the standards have been met, and,
 2. Insure that a minimum of three weeks of Step IV protocols are accomplished in order to certify for solo patrol status.
 - b. Step Two shall be a minimum of twenty working days in duration.
 - (1) This is a training and evaluation period.
 - (2) The Field Training Sergeant will ensure that the minimum number of certified days of training and evaluation has been completed (20 days).
 - c. Step Three shall be a minimum of twenty working days in duration.
 - (1) This is a training and evaluation period
 - (2) The Field Training Sergeant will ensure that the minimum number of certified days of training and evaluation has been completed (20 days).
 - d. Step Four shall be a minimum of 15 working days duration.

- (1) [Optional] During the first forty (40) hours (*Training Review Period*), the FTO shall remain in full uniform. The Probationary Officer shall, however, assume *primary contact officer* responsibilities (100% workload distribution).
 - (2) The FTO and Probationary Officer shall review previously trained topics (as time permits) during this period.
 - (3) Probationary Officer shall complete the balance of Step IV as the sole uniformed officer. The non-uniformed FTO shall maintain the Step IV *turn-out uniform* in the patrol vehicle and wear same whenever the nature of the call/assignment requires FTO duty-activation.
 - (4) Probationary Officer must successfully complete (certify) the Step IV *solo patrol* responsibilities in order to be recommended for Step V assignment.
3. Phase III will constitute the balance of the probationary employment period.
- a. Step Five
 - (1) Solo field patrol assignment of the Probationary Officer shall require a minimum of 80% of the time assigned to patrol shift operations.
 - (2) Probationary Officer remains on probationary status; Primary Sergeant and shift supervisors complete the *Supervisory Summary Report (SSR)* process on a monthly basis.
 - (3) During the balance of the probationary patrol period the recruit officer may be periodically reassigned with an FTO for the purpose of performance review (*check-out rides*).

EXTENSION OF TRAINING

The Probationary Officer's Field Training and evaluation period may be extended upon the recommendation of the Field Training Supervisor(s) to the Commander with the approval of the Chief of Police.

All extensions of training shall be administered with a formal *Performance Improvement Plan (PIP)* reflecting the input of the recruit officer, FTOs, and the Field Training Sergeant.

EVALUATION PROCESS

1. *Daily Observation Report (DOR)*
 - a. DORs will be completed only by certified Field Training Officers during each patrol shift, unless NED protocols are in effect.
2. *Weekly Summary Report (WSR)*
 - a. WSRs will be completed by the designated Field Training Sergeant for each training and evaluation period (i.e., 40 hour period).
 - b. During the Field Training week the FTO shall ensure the Probationary Officer has completed the front side of the *Weekly Summary Report* by transferring the following information from the *Daily Observance Report*:
 - i. performance assessment averages for each category (highlighting NRT performance), and
 - ii. total amount of training time per category, and
 - iii. Self-initiated Field Activity (SIFA) percentile for each day.
3. *Supervisory Summary Report (SSR)*

- a. The SSR shall be completed by the Primary Shift FTO Sergeant with collaborative assistance from other Shift Commanders/Supervisors and with administrative assistance from the FTO Commander.
 - i. The *Supervisory Summary Report* will be reviewed by the Commander and made available to the Field Training Cadre (FTOs) for review.
 - ii. The *Supervisory Summary Report* shall be placed in the DOR Notebook after being reviewed and signed by the Probationary Officer.
 - iii. The Commander shall facilitate an evaluation of the Recruit Officer's Step I-V performance and forward same for review and submittal to the Chief of Police.

EMPLOYMENT CONFIRMATION PROCESS

The performance of Probationary Officers shall be monitored by the Field Training Sergeants and the Commander. Formal action shall be taken with respect to the following activities:

1. to recommend an extension of the probationary employment period,
2. advancement of recruit officers from Field Training Stage (Step I-V) to solo performance, Step V, and
3. when required to advance recruit officers from probationary status to permanent employment status.

EMPLOYMENT STATUS PROCESS

1. A recommendation for termination may be initiated at any time during the probationary period when performance is not at an acceptable level.
2. Memorandums and recommendations for termination are forwarded to the Commander.
 - a. The commander shall gather all memorandums and ensure that all supporting data is attached.
 - b. The commander will prepare a detailed report and forward it to the Chief of Police with recommendations.
3. The Chief of Police will affect the administrative decision reference the requested dismissal.
 - a. If the Chief of Police concurs with the recommendations, the Probationary Officer shall be administratively relieved of duty (deactivation status) by the Commander and scheduled for an Employment Status Hearing.
 - b. The Chief of Police shall preside over the Employment Status Hearing at which time the Commander shall present the reasons for the termination recommendation. The recruit officer shall be afforded an opportunity to respond to the Field Training Unit's Report of Recommendation.
4. The Chief of Police shall make the final decision reference dismissal of the recruit officer within 72 hours of the Employment Status Hearing.
5. The Probationary Officer's law enforcement status shall be *deactivated* by the Commander or designee pending the Employment Status Hearing disposition.

FIELD TRAINING AND EVALUATION DOCUMENTATION

1. Upon successful completion of the Board of Fire and Police Commissioners action, the Probationary Officer's Field Training Program reports will be filed as follows:
 - a. Law Enforcement personnel file and with the Board of Fire and Police Commission.
 - b. All other Field Training Program files:

- i. Shall be maintained in the Departmental training files by officer name. Training documentation shall be removed from the *Recruit Officer's Manual* and placed in the employee's Departmental training file.
 - ii. Field Training Program files are confidential and shall be reviewed only by persons with a need to know upon approval of the Chief of Police.
2. Field Training and Evaluation Process files of terminated employees consisting of the *Daily Observation Reports* and the *Recruit Officer Manual* shall be sealed and secured and maintained in the Human Resources Department of the City of Bloomington until such time as the statute of limitations for personnel has expired.