

# Colchester Police Department

<b>Subject: Field Training Policy</b>	
<b>Effective Date:</b> May 28, 2014	<b>Number:</b> <b>General Order # 026</b>
<b>Reference:</b> Supercedes G.O. #26 issued May 18, 1999	<b>Special Instructions:</b> none
<b>Reevaluation Date:</b> As Appropriate	<b>Approved:</b> <i>J. Morrison #190</i> <b>No. Pages</b> 3

**POLICY:** The Colchester Police Department must always strive to maintain the highest standards of professionalism. To this end, the attainment of highly trained officers shall remain a fundamental goal of the department. The Field Training and Evaluation Program has been developed and implemented to meet this responsibility. All newly hired officers shall participate in the Department's Field Training and Evaluation Program (F.T.E.P.) as outlined in the Colchester Police Department Field Training Manual [Appendix A].

Upon completion of the Vermont Police Academy Basic Training for Full Time Police Officers new officers must successfully complete the Field Training Program. A portion of the Field Training Program may include a Pre-Basic orientation period.

## I. ROLES AND RESPONSIBILITIES

**Operations Lieutenant:** The Operations Lieutenant shall:

1. Provide full support and resources to the Field Training and Evaluation Program (hereafter referred to as F.T.E.P.)
2. Periodically meet with the F.T.E.P program manager to assess the progress of the F.T.E.P. and/or any trainee within the program.
3. Act on the recommendations provided by the F.T.E.P program manager pertinent to the trainee's employment within a timely manner.

**F.T.E.P Manager:** The program manager shall:

1. Have the responsibility for the implementation and supervision of the F.T.E.P.
2. Maintain, oversee, and update the program, subject to departmental approval, as need arises.
3. Oversee the selection and assignment of the Field Training Officers (hereafter referred to as F.T.O.s) for trainees within the Colchester Police Department. This selection shall be made after careful thought and informed consideration. As previously stated, the trainee will be molded by the F.T.O. and for this reason; the best overall role model within your agency should be selected.

2. Applicants will be required to participate in an oral interview with the FTO unit. The interviewing board will consist of the F.T.E.P. Manager (who will be the Chair for the board) and two other active or inactive FTOs.
3. The oral interview shall be designed to examine the applicant's job knowledge, skills, appearance, instructional abilities, and inter-personal communication skills. The interviewers shall establish the candidate's ability to train in a one on one situation.
  - a. To augment the interview process each of the candidate's supervisors will be contacted by the F.T.E.P. Manager regarding the applicant's suitability for FTO assignment. In addition the F.T.E.P. Manager will review each candidate's personnel file, recent performance evaluations, and random samples of incident and case paperwork.
  - b. The F.T.E.P. Manager will submit a written letter of recommendation to the Operations Lieutenant for his/her approval.

#

4. Ensure that the Field Training Manual is kept up to date and reflects current best practices.

**Field Training Officer: F.T.O.s shall:**

1. Be proficient and knowledgeable in all skills necessary to perform their duties and instruct their trainees in the proper performance of those duties.
2. Complete required paperwork (D.O.R.s or other) in a timely and thorough manner.
3. Be given consideration over other officers of less than supervisory rank in the attendance of schools that will develop and sharpen their skills as F.T.O.'s. These schools should be instructor or supervisory in nature. Prior to functioning as an F.T.O. the F.T.O. must have successfully graduated from a certified F.T.O. training curriculum based upon the San Jose Model, and be certified by the Vermont Criminal Justice Training Council as an F.T.O
4. Be supervised by the F.T.E.P Manager while performing F.T.O duties. However on a day to day basis, Field Training Officers are under the general supervision of the on duty OIC.
5. Will insure that all Colchester Police Department General Orders and Policies are a continuing part of the on the job training.
6. Should, whenever possible, be used as one member of the entry level oral board examinations for recruit police officer.
7. Should develop and maintain a positive working relationship with Academy staff in order to remain current on the training curriculum at the academy.

## **II. Field Training Officer Selection Process**

The quality of the F.T.O. is critical to the success of the F.T.E.P. The F.T.O. is a person who will be required to train and evaluate recruit officers on a daily basis. The F.T.O. is essentially responsible for producing fully trained Police Officers who will deliver police services to the community. As a result the following selection process shall be adhered to:

1. Vacancies for the position of F.T.O. shall be emailed to all personnel to allow candidates to submit a letter of interest for consideration in the F.T.O. selection process. Members who have three years full- time service at CPD, or two years of full-time service at CPD plus two years full-time Law Enforcement service elsewhere, shall be considered eligible to apply to become a Field Training Officer.

## Colchester Police Department Field Training Manual

### I. FIELD TRAINING PROGRAM OUTLINE

**Evaluation Duration:** A trainee with/without prior experience shall have a MINIMUM of fifty (50) shifts with an F.T.O. These will be broken down into four (4) phases as follows:

**Phase #1:** During this phase a trainee will accompany and observe the F.T.O. only. After the limbo shifts have been completed the trainee will be evaluated throughout the rest of the Phase #1 period. This phase will last for ten (10) shifts, to include the rotation of limbo (two (2) to three (3) shifts).

**Phase #2:** This phase will consist of a total of sixteen (16) shifts. During this phase a trainee will work side by side with their F.T.O. The trainee will participate in the daily activities that will occur. The trainee will be evaluated during this phase.

**Phase #3:** This phase will consist of a total of sixteen (16) shifts. During this phase a trainee will work side by side with their F.T.O. The F.T.O. will allow the trainee to handle any and all calls that may arise. The trainee will be evaluated during this phase.

**Phase #4:** This phase will last eight (8) shifts. This phase will only take place once the trainee has completed Phases #1 through #3 of the Colchester Police Department's Field Training and Evaluation Program, Trainee Officer Manual, In-Service Training Guide and is consistently satisfactory (level 4 or above) in all areas of the D.O.R.

**Extension Time:** Up to a total of twenty (20) shifts of Extension Time may be granted to a trainee after Phase #3 if needed before entering Phase #4. The extension time will be approved by the F.T.E.P. manager, and the Operations Lieutenant will be notified. If no improvement is shown during these supplemental twenty (20) shifts, a trainee will be recommended for termination. Extension Time may be used for a variety of reasons and may, time permitting be granted at the end of Phase #4 dependant upon the number of available Extension Time shifts and prior to the completion of the Final Evaluation and Recommendation Report. All reasonable efforts will be made to remediate deficiencies, and allow the trainee to successfully complete the Field Training Program.

**Testing:** All materials or subject matter given to the trainee or covered during the program is to be considered possible testing material. Tests will occur in one of three (3) forms: 1) written, 2) verbal, and 3) scenario. All written tests must be passed by a score of 70% or higher. All verbal and scenario tests will be graded as per the Standardized Evaluation Guidelines. All tests will be documented on the D.O.R. No test

will be given on materials not yet given or covered. Test are to be approved by the F.T.E.P. manager.

**Chain of Command:** A trainee will report directly to their currently assigned F.T.O. or an F.T.O. of this department if the currently assigned F.T.O. is unavailable. The F.T.O. reports to the F.T.E.P. manager, who reports to the Operations Lieutenant. If a trainee has a problem with a particular F.T.O., he/she may report directly to the F.T.E.P. Manager. The trainee, if not satisfied with the results from the F.T.E.P. Manager, may report to the Operations Lieutenant.

If an F.T.O. cannot be present on a trainee's scheduled shift, it will be up to the Officer In Charge to dictate the trainee's duties for the day. These duties will be documented but not evaluated on the D.O.R. unless the Officer In Charge is a certified F.T.O.

**F.T.O. Selection:** Each trainee will rotate with a minimum of two (2) and a maximum of three (3) certified F.T.O.s. The first F.T.O., the primary, will also complete the training process. The primary F.T.O. will have the best opportunity to evaluate a trainee's progress throughout the training program by completing the process.

## II. DAILY OBSERVATION REPORT

The Daily Observation Report (D.O.R.) is completed each shift by the F.T.O.. This report is a permanent record of the trainee's progress as well as problem areas and remedial efforts to resolve them. The D.O.R. is normally completed and discussed with the trainee just before, or at, the end of the shift. Feedback on any shift shall be reviewed with the trainee prior to commencing the their next shift.

The D.O.R. reflects five (5) major areas which are divided into thirty-one (31) categories. These categories cover the range of skills necessary to become a proficient police officer. By the end of the program, the trainee is expected to master these skills to a minimum acceptable level (4) per the S.E.G.s. A trainee's performance may be evaluated through actual performance of a particular skill or by verbal, written or simulated testing.

## III. STANDARDIZED EVALUATION GUIDELINES

The task of evaluating and rating a trainee's performance must be based on a specified numerical scale value with definitions. As guidelines, these definitions serve as a means of program standardization and continuity. The scale values (1), (4) and (7), used in conjunction with their specific definitions, are to be utilized when rating a trainee's behavior in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved.

#### **IV. COLCHESTER POLICE DEPARTMENT'S FIELD TRAINING AND EVALUATION PROGRAM, TRAINEE OFFICER MANUAL/IN-SERVICE TRAINING GUIDE**

This In-Service Training Guide is a listing of basic responsibilities, tasks, and procedures that each trainee should be familiar with and have demonstrated an adequate level of proficiency in performing before being permitted to function on his/her own. Remember that the F.T.E.P. is a time to build on the basic information that the trainee receives during his/her training at the Vermont Police Academy.

The F.T.O. should allow sufficient time for explaining each of the tasks listed. The F.T.O. should demonstrate (if appropriate) the task(s) before requiring the trainee to perform or practice the task, if performance is necessary to gain knowledge or skill.

The Colchester Police Department's Field Training and Evaluation Program, Trainee Officer Manual / In-Service Training Guide should be brought up to date at the end of each shift with the form initialed by the F.T.O. and the trainee in all applicable categories.

#### **V. FINAL EVALUATION AND RECOMMENDATION REPORT**

This report is to be completed by each F.T.O. at the end of the F.T.E.P. The report must then be reviewed and endorsed by the F.T.O. Program manager and Operations Lieutenant. This report summarizes the trainee's training, and progress, as well as their suitability for continued employment as a law enforcement officer within the Colchester Police Department.

This report is primarily in narrative format to provide the F.T.O. and the F.T.O. Program Manager the opportunity to clearly describe their overall views and observations of the trainee's performance. The report requires that the F.T.O. and the F.T.O. Program Manager indicate whether the trainee is or is not suitable for employment as a law enforcement officer within the Colchester Police Department with an opportunity to justify their recommendation.

#### **VI. TRAINEE'S EVALUATION FORM**

The trainee is required to complete an evaluation of the F.T.E.P. to include all of its phases. This evaluation must be objective. The trainee's honesty and fair comments are needed to ensure the integrity and validity of the entire program. This report requires no endorsement by either the F.T.O. or the F.T.O. Program Manager. The Operations Lieutenant is responsible for reviewing the trainee's evaluation of the training program and forwarding recommendations to the F.T.O. Program Manager.