



ERIE POLICE DEPARTMENT



Written Directives

Number: **060.001**

Title: <u>Field Training and Evaluation Program</u>		Pages: 4
Effective Date: 05/12/09	Review Date: 06/01/20	Amended Date: 07/12/19

POLICY:

CACP STANDARD 60.6

The Erie Police Department, in keeping with the demands of the community for professional police service, has established the Field Training and Evaluation Program (FTEP). The attainment of highly trained police officers is a fundamental goal of the department. It is the responsibility of the FTEP to provide entry-level training for newly hired employees.

DEFINITIONS:

FTO COORDINATOR: A Commander assigned to oversee the FTEP and directly supervise the FTO Sergeant in matters concerning the FTEP.

FTO SERGEANT: A Patrol Sergeant assigned to directly supervise Field Training Officers and coordinate training for newly hired officers.

PROCEDURES:

I. SELECTION PROCESS FOR FIELD TRAINING OFFICERS

CACP STANDARD 60.9

A. Qualifications

1. Must demonstrate a sound knowledge of criminal and traffic laws and ability to apply that knowledge to situations encountered on the job;
2. Must demonstrate an understanding of written directives, procedures and rules;
3. Must demonstrate an ability and willingness to train recruit personnel;
4. Must project a positive attitude toward the Town and the Department;
5. Prefer to have a minimum of 18 months of street level experience; and
6. Officer's most recent performance evaluation must reflect performance which is "competent" or above at the time they are eligible in order to attain FTO status.

B. Selection Process

1. Selections for the FTO position(s) will be made by the police department's FTO Sergeant and FTO Coordinator.

2. The FTO Sergeant and FTO Coordinator will take into consideration the candidate's past work performance.

II. DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING OFFICER

A. The FTO is the primary individual responsible for successfully training a police officer to be able to work solo assignments in a safe, skillful, productive and professional manner.

B. The FTO has two roles:

1. That of a police officer assuming patrol responsibility; and
2. That of a trainer.

C. The FTO will guide and instruct the recruit during the training period:

1. This allows the recruit to better learn and gain experience by first-hand practical experience; and
2. Provides supervision and guidance to help make decisions which are sound and correspond to written directives as well as state statutes and municipal ordinances.

CACP STANDARD 60.11

D. Evaluations begin the first week of the Field Training and Evaluation Program (FTEP) and are to be completed each day, noting both the positive and the negative aspects of the recruit's performance.

1. This documentation is mandatory.
2. The evaluation will be discussed with the recruit and will be initialed by the recruit with the date and time.
3. The evaluation will be submitted daily to the FTO Sergeant.
4. Poor performance should be corrected immediately and efforts to correct it shall be documented.
5. All evaluations will be in written form.

E. The recruit training activity checklist for reports, procedures and law will be maintained on a daily basis by the FTO.

CACP STANDARD 60.8

F. The police recruit shall be rotated through various field assignments and different FTOs in an effort to fairly evaluate his/her performance.

G. The FTO will complete weekly evaluations which will be reviewed by the FTO Supervisor.

1. The following sources of information should be utilized when writing the summary evaluation:

- a. FTO daily observation reports (DOR);
- b. Oral communications with the FTO and the recruit;
- c. Personal observation of the recruit's performance; and
- d. Reports and other written documents generated by the recruit which serve to identify strengths and/or deficiencies.

2. The FTO's weekly evaluation will contain:

CACP STANDARD 60.12

- a. Significant strengths and significant weaknesses in the trainee's performance which were observed during the week;
- b. Suggested training for deficiencies which are noted; and
- c. Corrective efforts by the FTO and the observed results of those efforts.

H. The FTO and Supervisors shall not discuss a recruit's performance or deficiencies with anyone who is not directly involved in the FTEP.

III. SUPERVISION OF THE FIELD TRAINING PROGRAM

CACP STANDARD 60.13

- A. The FTEP shall be administered by a Commander. The administrator will be the FTO Coordinator.
- B. A Sergeant assigned to the Patrol Section shall oversee the program. He/she shall be under the direction of the FTO Coordinator.
- C. The FTEP will last for a period of not less than twelve (12) weeks, unless a lateral transfer is being trained.
- D. The FTO Sergeant will provide a verbal or written assessment of training deficiencies or problem areas to the FTO Coordinator.

IV. DUTIES AND RESPONSIBILITIES OF THE SUPERVISING SERGEANT

The FTO Sergeant will have the following responsibilities:

1. Generally supervise and evaluate the recruits and FTO's in the FTEP;
2. Ensure the training and evaluation processes are accomplished completely and objectively and all recruits are afforded similar opportunities;
3. Provide weekly reports to the FTO Coordinator on the trainee's progress;

4. Make schedules, assignments and reassignments of recruits to FTOs and the various shifts and trainings during the program; and
5. Fully document decisions to re-assign recruits and ensure the trainee(s) and FTOs are informed of the reasons for the decision.

V. TRAINING OF FIELD TRAINING OFFICERS

CACP STANDARD 60.10

Officer(s) chosen to be an FTO will receive in-service training by the Erie Police Department and be sent to a 40 hour Field Training Officer School. The course attended will train the FTO in the San Jose Field Training program method.

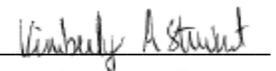
1. The purpose of the training will be to familiarize the FTO with the training techniques and evaluation methods and criteria.
2. The minimum completed training will include:
 - a. The FTO as a role model;
 - b. The evaluation process;
 - c. Communicating effectively;
 - d. Leadership style and motivation of the recruit officer;
 - e. Creating the learning climate;
 - f. Correcting deficiencies; and
 - g. Adult learning styles.

RULES:

NONE

REFERENCES:

Erie Police Department Chapter 11



Kimberly A. Stewart
Chief of Police