



FEDERAL HEIGHTS POLICE DEPARTMENT



Effective Date: May 1, 2004

Directive: 60.6

Approved by: Chief Acker

FIELD TRAINING AND EVALUATION PROGRAM

PURPOSE/POLICY

The Field Training and Evaluation Program shall be administered to all new and re-hired officers. The Field Training and Evaluation Program shall provide recruit trainees with “on street” experiences following their basic police academy classroom training.

PROCEDURES/RULES

1. The FTEP shall be completed in accordance with the Field Training and Evaluation Program Administration Manual. 2.
2. The FTEP:
 - A. Aims to produce highly trained and positively motivated police officers capable of meeting or exceeding the standards of performance required by the Department.
 - B. Shall provide equal and standardized training to all newly hired police officers and to provide remedial training in those areas where deficiencies are identified.
 - C. Shall supplement the knowledge given at the training academy, creating an environment for the trainee to develop new skills and increase proficiency in skills acquired in the academy setting.
 - D. Aims to improve the department’s screening process by providing on-the-job observation of each trainee’s performance.
 - E. Establishes a valid appraisal system that is job-related utilizing a standardized and systematic approach to the documented measurement of probationary officer performance.
 - F. Shall offer experienced officers the opportunity to establish career paths within the department by providing qualified officers with additional training and opportunities to develop leadership skills.
 - G. Aims ultimately to increase the overall efficiency and effectiveness of the Department by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement
3. The Field Training Evaluation Program normally will be twelve (12) weeks long for all new officers.

4. Program specifications are in accordance with the FTO Administration Manual.
5. The FTO Supervisor shall act as liaison between the Federal Heights Police Department and civilian training academy staff and shall consult with the FTO Supervisor concerning issues involving academy training and the program so that the needs of the new officers and the Department are properly met.
6. Officers interested in being Field Training Officers shall submit a letter of interest to the FTO supervisor as openings in the program occur.
7. All applicants shall be evaluated by the FTO supervisor and Patrol Commander for the following traits;
 - A. Motivation.
 - B. Self- Expression.
 - C. Previous training or supervisory experience.
 - D. Required knowledge or laws, policies, and procedures.
 - E. Personal appearance and habits.
 - F. General personality traits.
 - G. Overall potential effectiveness as an FTO.
9. Each newly appointed FTO shall complete a Field Training School as soon as possible after appointment.
10. Supervision of FTO's lies with the FTO supervisor only as it applies to the FTO program. Day-to-day supervision of the FTO is still the responsibility of the FTO's immediate supervisor.

Standard Evaluation Guidelines

Evaluation Designators

Not Acceptable [1 · 2 · 3]

[1] Probationer is unable to complete task (s) and requires very detailed-specific direction from the FTO. Discretionary Override is necessary to neutralize the probationer's unacceptable actions or inaction.

[2] Probationer requires detailed and specific direction in terms of what to do, how-to-do and when (to execute the task). The FTO must closely supervise and direct the Probationer's work efforts.

[3] (Marginal) Probationer capably executes and completes some task (s) but still requires the physical presence and assistance of the FTO; Probationer unable to totally execute the assignment without the physical presence and direction / support of the FTO. The FTO provides on-going suggestions and reinforcement to the Probationer in order to direct task completion.

Acceptable [4]

Probationer demonstrates recall and application of the appropriate knowledge and skills to correctly accomplish the assignment / activity. Probationer has the competence and commitment to handle the tasks without FTO support. Probationer's knowledge of, and ability to apply applicable policies / procedures is demonstrated during field operations and / or verbal-situation testing (e.g., role-play) conditions. Very limited interpretative assistance and alternative problem-solving and decision making suggestions are provided by the FTO.

Exceeds Standards [5]

Without FTO prompting, the Probationer *consistently initiates* and *accomplishes* acceptable task completion *without any direction and assistance*. Probationer's actions clearly demonstrates that the knowledge and skill fundamentals were learned, retained and can be consistently utilized. Probationer demonstrates a comprehensive knowledge and interpretation of policies / procedures, statutes and codes required for task accomplishment. Total responsibility for task /activity problem solving and decision making is delegated to the Probationer.

1. Motor Vehicle Operation

Evaluates Probationer's competence to operate police motor vehicle during general and emergency situations regardless of weather conditions and vehicular / pedestrian volumes.

Not Acceptable **1 · 2 · 3 (Marginal)**

Inattentiveness results in speed and traffic control / signal errors. Drives too fast or too slow while responding to calls for service or during general patrol operations. Control of the patrol vehicle is compromised as a result of, improper lane usage, safe approaches to intersections, failure to anticipate potential driver / pedestrian behaviors. Probationer fails to demonstrate the capacity to safely operate the police motor vehicle while observing people, places, situations and events.

Acceptable **4**

Maintains police motor vehicle control while responding to calls for service and during general patrol operations. Patrol vehicle speed / operation is within posted and / or emergency response policy guidelines. Promptly responds to pedestrian and driver actions / errors by taking immediate evasive action.

Exceeds Standards **5**

Without FTO prompting, the probationer consistently operates the police motor vehicle in compliance with all traffic laws and agency policy guidelines. Responds to calls for service and / or general patrol operations at safe and defensible speeds. Demonstrates the capacity to actively listen / hear Telecommunications (radio traffic) while maintaining total vehicle control. Further demonstrates the ability to operate telecommunications equipment (e.g., on-board radio, computer, cell phone, etc.), make handwritten log entries and activate emergency equipment (e.g., siren tone (s), overhead lights, etc.) while operating the police motor vehicle during general and emergency situations regardless of weather conditions and vehicular / pedestrian volumes.

2. Orientation Skill / Jurisdictional Geography

Evaluates Probationer's competence to expeditiously respond to locations while operating police motor vehicle during general patrol and emergency response situations.

Not Acceptable **1 · 2 · 3 (Marginal)**

Fails to utilize street directories and map overlays to precisely arrive at call location (s). Is unaware of geographic direction; becomes lost / disoriented. Unfamiliar with major streets / intersections, location, landmarks and block numbering sequence. Is unable to relate and articulate (*on-board navigator protocols*) the current and changing location (s) toward target destination while operating patrol vehicle or while serving as *navigator*. Relies upon FTO and / or Telecommunications to find call location (s). Lengthy response time to locations compromises public safety.

Acceptable **4**

Demonstrates knowledge of major streets, intersections, locations, landmarks, block numbering sequence and patrol beat /sector boundaries. Utilizes street directories and map overlays to determine locations / destinations with minimal need for assistance from FTO or Telecommunicator.

Exceeds Standards **5**

Without prompting, the Probationer consistently responds to locations / destinations by most direct route. Does not require street directories / map overlays, FTO or Telecommunicator's assistance to locate previously visited locations / destinations. Demonstrates knowledge of routing shortcuts as well as tactical response considerations including concealment, cover, low visibility approaches, etc.

3. Written Communication

Evaluates Probationer's competence to accurately record field notes, select and utilize appropriate departmental forms and prepare reports that precisely represents the situation / investigation in a timely, comprehensive and logically organized manner.

Not Acceptable **1 · 2 · 3 (Marginal)**

Written communication incomplete, inaccurate for facts

Acceptable **4**

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