

**SHERMAN POLICE DEPARTMENT
FIELD TRAINING AND EVALUATION PROGRAM POLICY**

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Date of Issue:

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Effective Date:

I. PURPOSE

The Sherman Police Department's Field Training and Evaluation Program is an extension of the Law Enforcement selection process that combines Field Training with objective evaluations to insure that they meet the standards of a competent Law Enforcement Officer. The goal of the Field Training and Evaluation Process is to improve the overall effectiveness and efficiency of Law Enforcement service delivery.

A. Improve the Overall Application Screening Process.

Field Training and Evaluation are a phase of the department's overall applicant screening process designed to facilitate on-the-job observations and performance assessment.

B. Establish a Probationary Police Officer Appraisal System.

The program's purpose is to provide a valid, job related Post Basic Academy Training Evaluation of Probationary Law Enforcement Officer performance. The process uses a standardized and systematic approach to documenting Probationary Law Enforcement Officer performance.

C. Establish a program review Procedure.

An appraisal system measures the effectiveness of the Department's selection and training processes by allowing feedback to appropriate Department personnel regarding Probationary Law Enforcement Officer strengths and weaknesses.

D. Improve the Probationary Law Enforcement Officer Training Process.

The program provides Post Basic Academy Training and on-the-job training to Probationary Law Enforcement Officers. Field Training Officers serve as role models for Probationary Officers in the development of the knowledge, skills and abilities needed for patrol duties and practical application of Police Academy materials.

E. Establish Improved In-Service Retraining Program.

Provide a system of retraining and orientation to Sworn Officers returning to Patrol from extended absences or assignments.

1. Assign Sworn Officers who have been absent from patrol 365 calendar days or more to an

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FTO for a minimum 3 day period. The Chief of Police may extend this period.

- a. During the assignment with an FTO, the Sworn Officer will not be subject to the formalized evaluations required of Probationary Officers in training. The function of the FTO is to familiarize the Officer with agency forms and updated Policies, Procedures, and General Orders. Together, Patrol Shift Supervisors, working with the FTO, will insure the provisions to the returning Officer and such opportunities necessary to meet or re-qualify in skill areas such as firearms and patrol vehicle operation.

F. Establish career Opportunities Within the Department.

The Field Training and Evaluation Program is another career path within the Police Department. It provides incentive for the demonstration of proficiency in the knowledge, skill, and abilities needed for patrol functions. While performing the duties of the Field Training Officer (FTO), the Officer gains experience and knowledge that increases leadership, training, and evaluation skills that may enhance career opportunities.

II DEFINITIONS

Non-Evaluation Day, (N.E.D.)

A day in which the Probationary Officer works with the Field Training Officer without a formal evaluation. This day does count as a certified training day for the Probationary Officer.

Non-Certified Day

A day in which the Probationary Officer receives no evaluation or certified training credit for a day of work. An example would be when no FTO's are available to work with the Probationary Officer.

Special Training Day

A Probationary Officer receives no evaluation of his work, but the day does count as a certified training day. Special Training Days would include such activities as training in the E-911/Communications Center, Sangamon County Corrections and any other activities outside the Village Limits of Sherman as deemed necessary by the Chief of Police & Field Training Sergeant.

Working Day

All training and evaluation days during which the Probationary Officer works with an FTO.

III ORGANIZATION

A. Field Training Sergeant.

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1. The Field Training Sergeant, will be designated by the Chief of Police.
 2. The Field Training Sergeant, will be responsible for the general control and evaluation of the Filed Training and Evaluation Program, and will assume the staff monitoring of all Probationary Patrol Officers for the duration of their Probationary employment period. The Field Training Sergeant will do the following:
 - a. Monitor and evaluate the overall development of Probationary Officers during the probationary period to ascertain any deficiencies and resolve them through training and retraining.
 - b. Responsible for planning, directing, and evaluating field training assignments and any changes in such assignments or variations in the length of the assignments.
 - c. Work closely with the Chief of Police during and after completion of Field training and Evaluation Program assignments to detect and correct any training deficiencies. The Field Training Sergeant may recommend an extension of training for the Probationary Officer. Assemble the information relating to a Probationary Officer's progress and direct it to the Chief of Police.
 - d. Prior to the Field Training and Evaluation Process Step Advancement for the Probationary Officer, the Field Training Officer involved in the transfer will meet and discuss the particular progress and needs of the Probationary Officer. A "Step Status Report" will be completed and sent to the Field Training Sergeant for approval and then same will be chronologically filed in the Probationary Officer's training file.
 3. The Field Training Sergeant will periodically request information about the Probationary Officer's basic Training Academy performance from the Academy and document such information in the Probationary Officer's file.
 4. Must insure proper administration of the training and evaluation process. They should use various sources of information to achieve these goals, including, (but not limited to), Daily Observation Reports (DOR's), oral communications with the Field Training Officers, and personal observations of the Probationary Officer's Performance to assist in the summary of weekly progress.
 5. Responsible for the weekly review of the Probationary Officer's Training Manual to determine if it's up to date and properly completed. If it is not current, the Field Training Sergeant should find out why it is not, giving special attention to the possible need for additional training.
 6. Reports written by the Probationary Officer also serve to identify deficiencies, especially ones of spelling, grammar, neatness, attention to detail, and the general organization of thought. The Field Training Sergeant is responsible for the review of these reports along with the Field training Officer. The Field Training Sergeant will make certain that the "Weekly Performance Overview" Report is completed and placed in the Probationary Officer's "DOR file".
 7. Must monitor the overall training of Probationary Officers assigned to him/her to insure that they are meeting the Field training and Evaluation Program standards.
- B. Field Training Officer**
1. All Field Training Officers will receive formal FTO training consistent with this program.

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2. Field Training Officers are responsible for the training and evaluation of Probationary Officers when assigned to them, as directed by the Field Training Sergeant.
3. The Field Training Officer is a sworn Officer who meets all posted qualifications of the Police Department's Field Training and Evaluation Program Guidelines and successfully completed the Field Training Officers' selection process.
4. The Field Training Officer has two primary roles to fulfill; that of Police Officer assuming full patrol responsibility and that of a trainer and evaluator of Probationary Officers.

IV. ASSIGNMENT OF PROBATIONARY OFFICERS

*****PROBATIONARY OFFICERS WILL NOT BE PERMITTED TO CARRY ANY OFF-DUTY WEAPON UNTIL THEY HAVE SUCCESSFULLY COMPLETED STEP 4 OF THE FTO PROCESS, EXCEPT WITH THE APPROVAL OF THE CHIEF OF POLICE OR HIS DESIGNEE*****

A. Assignments

1. Assignment of Probationary Officers will be the Patrol unless otherwise ordered by the Chief of Police.
2. Each Probationary Officer will be placed in Field Training and Evaluation assignments supervised by a Field Training Sergeant and a Field Training Officer as defined in this order.
 - a. Predetermined field training assignment will vary only when a Probationary Officer needs extended training.
 - b. The Field Training Sergeant may continue a Probationary Officer's field training assignment beyond the predetermined time, should the need for extended training and evaluation be apparent.
Probationary Officers must complete all four steps of the FTO Program before being certified for solo patrol.

The Field Training and Evaluation Program will be divided into the following phases and Steps:

1. Phase One - Minimum two days in-house orientation and training.
2. Phase Two - Steps One to Four and Special Training Days.
 - a. Step One: Training and Evaluation Period - Minimum 20 Working Days Duration.
 1. The first work day, the Probationary Officer will work with the Field Training Officer. The FTO does not formally evaluate the Probationary Officer (Daily Observation Report) for that day. This is a non-evaluation day (N.E.D.).

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2. The Field Training Sergeant will insure the Probationary Officer makes up any "missed" (non-certified) days and completes the minimum certified days of training and evaluation.
 3. The Field Training Officer will train and evaluate the Probationary Officer following the guidelines established in the Sherman Police Department's Probationary Officer's Training Manual and complete the required Training Tasks contained therein.
- b. Step Two: Training and Evaluation Period – Minimum 20 Working Days Duration.
1. The first work day, the Probationary Officer will work with the Field Training Officer. The FTO does not formally evaluate the Probationary Officer (Daily Observation Report) for that day. This is a non-evaluation day (N.E.D.).
 2. The Field Training Sergeant will insure the Probationary Officer makes up any "missed" (non-certified) days and completes the minimum certified days of training and evaluation.
 3. The Field Training Officer will train and evaluate the Probationary Officer following the guidelines established in the Sherman Police Department's Probationary Officer's Training Manual and complete the required Training Tasks contained therein.
- c. Step Three: Training and Evaluation Period – Minimum 15-20 Working days Duration.
1. The first working day the Probationary Officer will work with the Field Training Officer. The FTO does not formally evaluate the Probationary Officer (Daily Observation Report) for that day. This is a non-evaluation day (N.E.D.).
 2. The Field Training Unit Sergeant will insure the Probationary Officer makes up any "missed" (non-certified) days and completes the minimum certified days of training and evaluation.
 3. The Field Training Officer will train and evaluate the Probationary Officer following the guidelines established in the Sherman Police Department's Probationary Officer's Training Manual and complete the required Training Tasks contained therein.
- d. Step Four: Evaluation Period – Minimum 15 Working Days Duration.
1. During the first 40 hours the FTO will remain in full uniform and evaluate the Probationary Officer's performance and provide additional training/coaching assistance where needed.
 2. The balance of Step Four comprises the "Shadow Period" where the Field Training Officer will wear plain ("soft") clothing and the Probationary Officer will be in full uniform handling 100% of the workload unless the FTO exercises Discretionary Override due to public safety risk/hazard.
 3. The Probationary Officer will "certify" for a solo patrol assignment during this step.

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e. Special Training Days:

1. E911/Communications center Observation; 1 Day.
2. Property/Evidence Observation and Training; 1 Day.
3. Prisoner searches and observation at Sangamon County Corrections; 1 Day.

3. Phase Three – Balance of the Probationary Employment Period.

- a. Solo field patrol assignment of the Probationary Officer a minimum of 80% of the time assigned to Patrol Shift Operations. Probationary Officer remains on probationary status.
- c. During the balance of the Probationary Patrol Period, the Probationer will receive periodic assignments to an FTO for performance review and “checkout rides”. No Daily Observation Reports will be completed unless documentation of problems requiring additional training is necessary.

V. EXTENSION OF TRAINING

- A. The Field Training Sergeant may recommend an extension or reduction of the Probationary Officer’s Field Training and Evaluation period with the approval of the Chief of Police.

IV. EVALUATION PROCESS

A. Daily Observation Report (D.O.R.)

1. The Field Training Officer will complete the D.O.R. for each patrol shift.
2. One D.O.R. will be completed for each day of training through Step Four.
3. Probationary Officers cannot take their FTO files home, nor may they access the FTO file cabinet.

B. Weekly Evaluation Report

1. The designated Field Training Sergeant will complete a “Weekly Performance Overview” report that identifies performance strengths, weaknesses and areas in need of improvement.

The Weekly Performance Overview will consist of 6 working days, more or less, depending on scheduling.

A. Court Appearances

1. During Steps One through Four, the appropriate FTO will accompany the Probationary Officer to court when that Officer appears in court as a result of action taken while employed by the Sherman Police Department.
2. The court appearance will be documented by placing a copy of the Subpoena/Notice to

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Appear and/or Overtime Sheet chronologically in the Probationary Officer's file.

- a. If the FTO did not receive a Subpoena/Notice to Appear, and is along solely as an Observer, the FTO is to mark his/her Overtime Sheet with "FTO Training".

VII. EMPLOYMENT STATUS PROCESS

- A. The Training Unit may initiate recommendations for termination at any time during the Probationary Period if the Officer is not performing at a satisfactory level.
- B. All memorandums and recommendations for terminations will be forwarded to the Field Training Sergeant.
 1. The Field Training Sergeant will gather all memorandums and ensure the attachment of all supporting data.
 2. The Field Training Sergeant will prepare a detailed report and forward it to the Chief of Police with the recommendation.
- C. The Chief of Police will make the final decisions reference dismissal.

VIII. DISPOSITION OF FIELD TRAINING EVALUATIONS

- A. Upon completion of the Probationary Period, the probationary Officer's Field Training and Evaluation Program File will be placed in the Department's Training Files.

Field Training and Evaluation Program Files are confidential and will be reviewed only by persons with a "need to know", upon approval of the Chief of Police.

 1. Officer's Probationary Files will be maintained for a minimum of seven (7) years.

ERIC C. SMITH
Chief of Police

cmb 8/00