

Watertown Police Department

GENERAL ORDER



JOANNA W. VITEK
CHIEF OF POLICE

Effective Date: January 12, 2009	Rescinds: Amends: A-180 (June 11, 2007)	Number: A-180
Subject: Field Training and Evaluation Program		Re-evaluation Date: January, 2010
Distribution: All Personnel	Related CALEA Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Responsibility
4. Definitions
5. Procedures

1. PURPOSE

To establish the policy, guidelines and function of the Watertown Police Department Field Training Program. The primary objective of the Field Training and Evaluation Program is to produce a law enforcement officer who can work in a solo capacity in a safe, skillful and professional manner.

2. POLICY

The Watertown 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 Watertown Police Department.

3. RESPONSIBILITY

It is the responsibility of the Field Training and Evaluation Program to provide entry level training to the newly hired employee. It is also the responsibility of the program to provide input to the chief executive in the form of recommendation for retention or termination of the probationary recruit. These recommendations shall be immediately conveyed to the chief executive.

4. DEFINITIONS

- A. FIELD TRAINING AND EVALUATION PROGRAM - A nationally accepted training program designed to help the recruit make the transition from the classroom environment of law enforcement, to the practical application of skills in field situations. The Field Training and Evaluation Program is a phase based program where the recruit receives training and evaluation in agency policies and procedures for carrying out the duties of a Patrol Officer.
- B. PROBATIONARY RECRUIT - An employee hired and appointed as a Police Officer by the Watertown Police Department.
- C. FIELD TRAINING OFFICER ó A non-probationary Officer who supervises and provides ongoing training to a newly hired recruit assigned to the Field Training and Evaluation Program.
- D. CHIEF EXECUTIVE ó Chief of Police
- E. PROGRAM MANAGER ó Rank of Captain or designated Sergeant whom manages the FTEP.
- F. PHASE ó A period of the Field Training and Evaluation Program for training and evaluating the recruit on a daily basis.
- G. DAILY OBSERVATION REPORT ó A standardized form consisting of thirty (31) categories of performance utilized for documenting the recruit performance on a daily basis. This form is commonly referred to as a D.O.R.
- H. EXTENSION PERIOD ó An extension of the Field Training and Evaluation Program beyond the normal time limits when a recruit demonstrates problems that hinder his/her performance and allows for

additional training in the deficient area(s).

5. PROCEDURES

A. Recruit Training

1. The Watertown Police Department requires all sworn police officers to successfully complete the SD Law Enforcement Training Academy.
2. The Field Training and Evaluation Program curriculum is based on tasks that are most often associated with the duties of a police officer and utilize evaluation techniques that are designed to measure competency. A new employee must successfully complete the required Law Enforcement Training Academy within one (1) year of the date of hire. A new employee may complete the Watertown Police Department FTEP either prior to, during or following the SD law Enforcement Training.
3. Newly appointed recruits will be assigned to the Training Unit for orientation training.
4. Recruits will report to the field training Program Manager for their respective assignments. Upon successfully completing the Field Training and Evaluation Program, recruits will be assigned to Uniform Patrol Division.
5. Training will consist of fourteen (14) weeks of classroom and field training.
6. At the discretion of the Chief Executive, new recruits that already possess a valid South Dakota Law Enforcement Officer certificate, may be allowed to complete a condensed version of the FTEP. That condensed version will consist of no fewer than eight (8) weeks of field training.

B. Uniform Patrol Division Field Training and Evaluation Program

1. Phase One
Will consist of three (3) weeks of classroom instruction.
2. Phase Two
Training with Field Training Officer #1 for four (4) weeks
A. First week with Field Training Officer #1 will be observation.
3. Phase Three
Training with Field Training Officer #2 for three (3) weeks
A. First day with Field Training Officer #2 will be observation.
4. Phase Four
Training with Field Training Officer #3 for three (3) weeks
A. First day with Field Training Officer #3 will be observation.
5. Phase Five
Training with the recruit's primary Field Training Officer, or another Field Training Officer designated by the Program Manager. This phase will last for one (1) week.
A. This phase is known as evaluation only phase.
B. The field training officers may be permitted to wear civilian clothing during the Evaluation Only Phase, as the Trainee is responsible for handling all activity that may come their way. The decision to enter the Evaluation Only Phase is based on the likelihood of success, i.e., they appear to be ready to work in a solo capacity.
6. Phase Six or Final Phase
Training is complete and recruit will be evaluated as to the next step according to performance, skills, and quality of work.
A. Assignment as a solo officer
B. Further field training
C. Termination

C. Extension of Training Period

1. Training and evaluation may be extended based on need and shall be a minimum of fourteen (14) weeks in length although a trainee's stay in the program may be extended based on the need for additional training, progress to date, and the development of a remedial plan.

D. Evaluation Procedures of Trainees

1. Daily observation reports should be submitted to the program manager through the Field Training Officer.
2. The ratings, recorded on the Daily Observation Report (D.O.R), shall be based on performance

- descriptions contained in the Standardized Evaluation Guidelines.
3. Field Training Officers are also responsible for reviewing the knowledge and skill areas in the Training Tasks provided to each recruit.
 4. Field Training Officers shall indicate, with their initials and the date, when the material was covered competence and if, and when, the trainee demonstrated.
 5. The program manager may review the Training Tasks weekly to ensure the contents are comprehensive and current.
 6. This information shall not be shared with anyone outside of the Field Training Officer Program unless they have a valid need to know.
 7. All documents relating to the trainee's performance shall be maintained in a secure way and shall be treated as personnel documents.
 8. The Program Manager and FTO's will conduct end of Phase meetings to discuss probationary recruit's performance. A summary of the probationary recruit's performance will be documented in the significant strengths, weaknesses, remedial efforts and comments section of the end of Phase Evaluation form.
- E. Schedules/Shifts of Trainees
1. Trainees may be required to work abnormal hours and assigned to different shifts often as schedules may be changed at any time to allow for any unexpected events.
 2. Trainees may be required to rotate to a different shift at the time they rotate to their next Field Training Officer.
 3. It is the goal of the Watertown Police training staff to ensure that each trainee is offered the same quality and quantity of training.
- F. Field Training Officer
1. The selection of field training officers is conducted and based on the needs of the agency.
 2. Field training officers must have completed probation and have at least two (2) years of experience in their assigned field.
 3. Field training officers must possess the values, tactics, and attitude necessary to ensure a positive learning environment for the trainee.
 4. Must successfully complete a field training officer course.
 5. Must attend periodic field training officer meetings for updates on the program, legal matters, policies and procedures, evaluative responsibilities, and other important issues.
 6. Attend training courses that enhance and improve the field training officer's knowledge, training abilities and other important skills.
 7. The administration, implementation and evaluation of the Field Training and Evaluation Program is regulated by the guidelines established, and the reporting responsibilities outlined in the Field Training Officers Manual. The information contained in this manual will be strictly adhered to by all personnel involved in the Field Training and Evaluation Program to ensure the integrity of the program.
- G. Program Manager Responsibilities
1. Provide initial orientation of FTEP to probationary recruit.
 2. Securely store all D.O.R.'s, critiques and training guide materials completed by recruit.
 3. Conduct weekly meetings with probationary recruit.
 4. Complete supervisor weekly reports to evaluate probationary recruit performance.
 5. Schedule End of Phase meetings.
- H. FTEP Performance Evaluation
1. The FTEP will be reviewed on an annual basis by the Program Manager.
 2. Probationary Recruits will provide feedback to the FTEP by completing FTO critiques and FTEP critiques.
 3. The Probationary Recruit will complete the FTO Critiques at the End of each Phase.
 4. The Probationary Recruit will complete the FTO Program Critique upon being assigned as a solo officer.
 5. FTO's may only review their own critique, once the probationary recruit is assigned as a solo officer.
 6. FTO's will review their critiques in order to enhance their ability to teach probationary recruits.

7. FTOs shall not discuss FTO critiques with recruits, or criticize a recruit for their responses.
- I. Recommendation for Termination
1. Probationary Recruits will be expected to show improvement with each D.O.R. completed in order to achieve satisfactory scores according to evaluation guidelines.
 2. Probationary Recruits may receive a R.T. (Remedial Training) time on the D.O.R. A remedial training score will be given when an FTO has spent ten (10) minutes or more reviewing previously taught information or procedure.
 3. Probationary Recruits may receive a N.R.T (Not Responding to Training) on the D.O.R. A N.R.T. is assigned after reasonable remedial efforts have failed to result in improvement.
 4. The Program Manager shall submit a written overview of D.O.R.s, End of Phase meetings, and remedial efforts to the Chief Executive when a probationary recruit fails to show improvement and/or continues to perform unacceptably.

JOANNA W. VITEK
Chief of Police
Watertown Police Department
Watertown, South Dakota

Field Training Daily Observation Report

Watertown Police Department

Trainee's Last Name/First Name _____ Badge # _____ FTO _____ Badge # _____

Phase # _____ No. of days in phase _____ Date _____

	Not Acceptable by FTO Standards		Acceptable			Superior by FTO Standards					
----->	1	2	3	<4>	5	6	7	<-----	N.O.	N.R.T.	R.T.

Appearance

1. General appearance

Attitude

2. Acceptance of feedback

3. Attitude toward job

Knowledge

4. Department policies and procedures

Verbal/Written/Simulated Testing

Field Performance

5. Criminal Statutes

Verbal/Written/Simulated Testing

Field Performance

6. City Ordinances

Verbal/Written/Simulated Testing

Field Performance

7. Traffic Codes

Verbal/Written/Simulated Testing

Field Performance

8. Codes of Criminal Procedure

Verbal/Written/Simulated Testing

Field Performance

Performance

9. Driving skills: normal conditions

10. Driving skills: moderate/high stress conditions

11. Geographic orientation/response time

12. Routine forms: accuracy/completeness

13. Report writing: organization/details

14. Report writing: grammar/spelling/neatness

15. Report writing: appropriate time used

16. Field performance: Non-stress conditions

17. Field performance: Stress conditions

18. Investigative skill

19. Interview/interrogation skill

20. Self-initiated field activity

21. Officer safety: general

22. Officer safety: suspects/prisoners

23. Control of conflict: Voice command

24. Control of conflict: physical control

- | | | | | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----|
| 25. Problem solving / decision making | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | [] |
| 26. Radio/MDT: Appropriate use of codes/procedures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | [] |
| 27. Radio/MDT: Listens and comprehends | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | [] |
| 28. Radio/MDT: Articulation of transmissions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | [] |

Relationships

- | | | | | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----|
| 29. With citizens in general | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | [] |
| 30. With ethnic / cultural / social groups | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | [] |
| 31. With other department members | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | [] |

Total minutes of remedial training time today (Note specify remedial plan) []

Trainee Name: FTO Name: Date:

<p>The most satisfactory area of performance for the day was in category number:</p> <p>A specific incident which justifies the rating is:</p>
<p>The least satisfactory area of performance for the day was in category number:</p> <p>A specific incident which justifies the rating is:</p>
<p>Documentation of performance and comments</p> <p>Category Number:</p>

Trainee's Signature

FTO's Signature

FTO Program Manager's Signature

FTO Program Supervisor Weekly Report

Watertown Police Department

Trainee's Last Name, Initial

FTO Program Manager Last Name, Initial

Phase # _____ Week in Phase _____

Date of Report

Dates Reviewed

Significant Strengths:

Significant Weaknesses:

Remedial Efforts:

Recommendations:

This Trainee is ahead of schedule on schedule behind schedule (check one)

This Trainee is recommended for: Advancement Remedial Extension

Action Taken:

Trainee's Signature

FTO Program Manager's Signature

FTO Program End-of-Phase Evaluation Summary

Watertown Police Department

Trainee's Last Name, Initial

FTO's Last Name, Initial

Phase # _____ Date Phase Began _____ Date Phase Ends _____

Date of Report

Significant Strengths:

Significant Weaknesses:

Remedial Efforts:

Recommendations:

This Trainee is ahead of schedule on schedule behind schedule (check one)

This Trainee is recommended for: Advancement Remedial Extension

Action Taken:

Trainee's Signature

FTO's Signature

FTO Program Manager's Signature
