

***Please Note:** This is a working draft of Directive 1501.00, Field Training and Evaluation Program. The PPB has not implemented any portion of this draft. Submit your comments using the “Provide Feedback Here” link located at the end of the directive.

A redline copy of the updated directive is included in this attachment.

1501.00, Field Training and Evaluation Program

Second Universal Review 6/14/24-7/14/24

Refer:

- DIR 0020.00, Mission, Values, and Goals
- DIR 1500.00, Training
- Training Division Standard Operating Procedures:
 - SOP 3-3, Procedures for Performance Summaries and Discipline Involving Probationary Officers
 - SOP 3-4, Field Training Officer (FTO) Selection, Standards, Certification, Recertification, and Decertification
 - SOP 3-7, Field Training Evaluation Program Meeting Guidelines
 - SOP 1-21, Instructional Design and Training Approval Process
- Training Division Forms
 - Bi-Weekly Phase V Evaluation
 - Weekly Phase I-IV Evaluation
 - End of Phase Evaluation
 - Field Training Officer Evaluation
 - Field Training and Evaluation Program Standardized Evaluation Guidelines

Definitions:

- **Bi-Weekly Observation Report:** An evaluation of Phase V Recruits, based upon Field Training and Evaluation Program Standardized Evaluation Guidelines that is completed bi-weekly by the Field Training Officer, electronically or on the approved printed form.
- **Director of Police Education:** The non-sworn manager in the Training Division primarily responsible for the planning, organization, direction, and evaluation of the activities and personnel related to the Bureau’s education program. The Director of Police Education co-manages the Training Division and shares certain functions, as required in Training Division Standard Operating Procedures, with the Training Operations Manager.
- **Field Training Conference:** A meeting between the Field Training and Evaluation Program Coordinator and the assigned FTO designed to review a Recruit’s progress and to develop plans for correcting deficiencies.
- **Field Training and Evaluation Program (FTEP):** A comprehensive process designed to train police Recruits, in the most effective manner, to become police professionals.
- **Field Training and Evaluation Program Coordinator:** A Training Division officer who serves as the Operations Coordinator of the FTEP.

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- **Field Training and Evaluation Program Director:** A Training Division lieutenant, or designee, who is responsible for the management of the FTEP program.
- **Field Training and Evaluation Program Sergeant (or Supervisor):** A Training Division sergeant or supervisor who is responsible for Recruit Officer training.
- **Field Training Officer (FTO):** A member who has successfully completed the Bureau’s FTO School and has maintained certification, including re-certification classes, as scheduled by the Training Division. The FTO is responsible for monitoring and documenting Recruit Officer’s performance and providing resources to assist in their FTEP completion.
- **Field Training and Evaluation Program Standardized Evaluation Guidelines:** A Bureau form that captures the standards by which Recruit Officer performance is evaluated. Key areas include, but are not limited to, knowledge of applicable laws, ordinances, and Bureau policies; report-writing ability; safety; and field performance.
- **Recruit Officer (“Recruit”):** A sworn member of the Bureau who has not completed the probationary period.
- **Recruit Training Sergeant:** A sergeant from each relief at each precinct designated as the coordinator of the FTEP for that relief.
- **Training Operations Manager:** The highest-ranking sworn member permanently assigned to the Training Division who is primarily responsible for managing training program assignments and training facility use. The Training Operations Manager co-manages the Training Division and shares certain functions, as required in Training Division Standard Operating Procedures, with the Director of Police Education.
- **Training- Entry Phase:** The preliminary training stage of the Field Training and Evaluation Program, during which Recruit Officers work closely alongside their designated Field Training Officer and are assigned basic tasks, such as operating the radio and driving.
- **Training Phase I:** The first training stage of FTEP, during which Recruits continue to work closely with their designated FTO. Generally during this phase, Recruits are responsible for all driving duties, geographic orientation, and radio operation, and may manage common calls for service.
- **Training Phase II:** The second training stage of FTEP, during which Recruits assume more responsibility and begin multi-tasking in the field (e.g., driving, geographic orientation, and managing varied calls for service).
- **Training Phase III:** The third training stage of FTEP, during which Recruits begin periodically working without direct guidance and exercising independent judgment and

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control on all daily operations of patrol. Generally, FTOs will only provide post-situational critique during this stage.

- Training Phase IV: The fourth training stage of FTEP, during which Recruits work without direct guidance of their designated FTO and establish self-initiated activity goals.
- Training Phase V: The final training stage of FTEP, during which the Recruit works independently and is assigned standard patrol duties.
- Weekly Observation Report: An evaluation of Phase I-IV Recruits, based upon the Standardized Evaluation Guidelines, that is completed weekly by the FTO electronically or on the approved printed form.

Policy:

1. This directive establishes training procedures and program requirements for Bureau Recruits participating in the Field Training Evaluation Program (FTEP).
2. The FTEP is designed to provide new officers with the skills and experience necessary to meet the performance standards established by the Bureau for sworn members.
3. The Bureau is committed to providing a field training program which offers an extension of classroom learning and a platform for integrated learning. The Training Division utilizes a developmental process with problem-based instruction that equips Recruits with the skills and knowledge necessary to carry out their functions safely, adequately, and professionally.

Procedure:

1. Field Training.
 - 1.1. All field training shall be consistent with the Training Division’s annual training plan.
 - 1.2. Recruit Officers.
 - 1.2.1. Recruits shall complete field training assignments on a rotating basis between at least two precincts.
 - 1.2.2. Recruits shall generally begin the Entry Phase upon completion of the Basic Police Academy.
 - 1.2.3. Recruits shall then incrementally advance to Phase V (working independently) through a progressive, developmental learning process involving field training, observation, critique, evaluation, and review. The FTO shall give the Recruit additional responsibilities as their skills develop.
2. Field Training Officers (FTOs).
 - 2.1. The Training Division shall maintain SOPs outlining the standards and criteria for FTO selection, training, certification, and de-certification.
 - 2.2. FTO Selection and Evaluation

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- 2.2.1. The Training Division shall evaluate a prospective FTO’s record of professional conduct, work performance, and history of suitability as an instructor or trainer in accordance with Directive 1500.00, Training.
 - 2.2.2. FTEP shall select FTOs based on key factors that are set forth in the Training Division Standard Operating Procedure (SOP) 3-4. These factors include, but are not limited to the following:
 - 2.2.2.1. Tenure as a permanently appointed sworn member;
 - 2.2.2.2. Discipline history;
 - 2.2.2.3. Performance history;
 - 2.2.2.4. Demonstrated maturity; and
 - 2.2.2.5. Demonstrated knowledge and support of Bureau policies and procedures, tactics and training, values, mission, and goals.
 - 2.2.3. All FTO candidates shall have (and maintain) a demonstrable record of professional conduct and suitable work performance.
 - 2.2.3.1. Members who have been subject to disciplinary action, as detailed in Directive 1500.00 Training, shall be prohibited from serving as an FTO.
- 2.3. FTO Certification
- 2.3.1. All FTOs shall attend the required training to maintain their FTO certification in accordance with Directive 1500.00 Training.
 - 2.3.2. The Training Operations Manager shall be responsible for the certification and re-certification of FTOs who have successfully completed FTO School.
 - 2.3.2.1. The Training Operations Manager, or designee, shall notify RU Managers of pending FTO Schools.
 - 2.3.3. Responsibility Unit (RU) Managers may request the suspension or de-certification of an FTO through the Training Operations Manager. The Training Operations Manager has the sole discretion to de-certify or suspend an FTO.
 - 2.3.4. The FTEP Director or designee shall provide a current list of FTOs to the Internal Affairs (IA) Captain or designee. As FTOs are added, decertified, retire, or are otherwise removed, the FTEP Director shall ensure that IA has an updated list.
 - 2.3.4.1. If a case involving an FTO is opened, the IA Captain or designee shall provide notification to the FTEP Director within one business day when there are allegations that, if true, would impact the FTO’s ability to effectively train a recruit officer.
 - 2.3.4.1.1. The FTEP Director or designee shall remove the member from the current FTO list for the duration of the IA Investigation and work with the Director of Police Education (DOPE) and the Training Operations Manager to assess the member’s suitability for continued work in an FTO role.
 - 2.3.4.1.2. If the allegations are sustained and necessitate the removal of the FTO from the program, the IA Captain or designee must notify the FTEP Director within one business day of case closure.

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2.4. FTO Training.

- 2.4.1. The Training Division shall utilize a training needs assessment process, that conforms with Training Division SOP 1-21 Instructional Design and Training Approval Process, to design and deliver all FTO training,
- 2.4.2. All FTOs shall receive 40 hours of initial training and ongoing in-service training to maintain certification. The training captures the following key areas, which include, but are not limited to:
 - 2.4.2.1. Management;
 - 2.4.2.2. Intervention and counseling;
 - 2.4.2.3. Scenarios;
 - 2.4.2.4. Civil liability; and
 - 2.4.2.5. Performance evaluation.
- 2.4.3. FTOs and Recruit Training Sergeants shall maintain, and demonstrate on a regular basis, their proficiency in adult learning and problem based instructional strategies, practicing and teaching community-oriented policing, modeling the Bureau’s mission, vision, and goals, and effectively solving problems.
- 2.4.4. The Training Division shall maintain current documentation of FTOs’ evaluations and training.

3. Training Phases.

3.1. Projected Completion Timelines.

- 3.1.1. Entry Phase: Four weeks.
- 3.1.2. Phase I: Five weeks.
- 3.1.3. Phase II: Five weeks.
- 3.1.4. Phase III: Five weeks.
- 3.1.5. Phase IV: Five weeks at a minimum.
- 3.1.6. Phase V: The Recruit Officer shall remain in Training Phase V until the completion of the probationary period.
- 3.1.7. The timelines listed for each phase, with the exception of Phase IV, are recommended schedules. The Bureau retains the right to modify those timelines and to terminate a recruit at any phase of the training process. Program advancement shall not automatically confer advancement to a permanent position until the recruit has successfully completed the probationary period.

3.2. Entry Phase through Phase IV.

- 3.2.1. FTEP shall assign the Recruit to ride with a certified FTO in all training phases except Phase V.
- 3.2.2. FTEP shall not assign a Recruit to the same FTO for more than two consecutive training phases.
- 3.2.3. FTOs shall work with their Recruits to complete the Department of Public Safety Standards and Training Field (DPSST) Training Manual, with the exception of in-

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State recruits making a lateral transition to the Bureau. These Recruits shall complete a Bureau-certified training manual.

- 3.2.4. FTOs will assess the Recruit’s daily activities and will provide collaborative opportunities for Recruit to: a) engage in dialogue regarding any problem areas, and b) help devise a plan of action to correct areas that need improvement.
- 3.2.5. The Recruit’s regularly assigned FTO will use FTEP Standardized Evaluation Guidelines to complete a Weekly Observation Report prior to the week’s end to reflect performance for each day. The FTO will discuss the report with the Recruit, and both the FTO and the Recruit will sign it.
 - 3.2.5.1. If, due to technical issues, the FTO is unable to complete a Weekly Evaluation Observation Report electronically, they shall send an original typed or handwritten document directly to the FTEP Training Coordinator.
 - 3.2.5.2. The FTO shall forward a copy of all Weekly Observation Reports to the FTEP Coordinator.
- 3.2.6. In the unusual circumstance in which a Recruit is assigned to work with a member who is not a certified FTO (e.g., if the assigned FTO is on leave), the sergeant shall assign a suitable non-FTO member to monitor the Recruit.
 - 3.2.6.1. The sergeant shall not assign non-FTO member a Recruit if the non-FTO member has been subject to disqualifying disciplinary action as described in Directive 1500.00, Training.
- 3.2.7. FTEP shall not require a non-FTO member to complete a Weekly Observation Report. Instead, the non-FTO member shall provide documentation to the FTEP Coordinator detailing their activities and the Recruit’s performance during the period the non-FTO member observed the Recruit. Documentation shall be provided for each week the non-FTO member is assigned to a recruit, not covering periods longer than one week.
 - 3.2.7.1. The assigned non-FTO member shall review the documentation with the Recruit, who shall, in turn, acknowledge the review with their signature.
 - 3.2.7.2. The assigned non-FTO member shall send the documentation to the FTEP Coordinator and the assigned FTO.

3.3. Phase V.

- 3.3.1. Recruits who have successfully completed all previous training phases and consistently met the acceptable performance standards, as defined in FTEP Standardized Evaluation Guidelines, shall advance to Phase V training status.
- 3.3.2. Phase V continues until completion of the probationary period, unless the Recruit’s performance reflects serious deficiencies, in which case the Training Operations Manager, or designee, shall review the Recruit’s performance to determine an appropriate course of action.
- 3.3.3. During this final phase of field training, Recruits will still have an assigned FTO to closely monitor the Recruit’s performance; however, Recruits are permitted to work independent of direct supervision. Using FTEP Standardized Evaluation

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Guidelines, the FTO shall complete a Bi-Weekly Phase V Evaluation Form electronically to document the Recruit’s performance.

- 3.3.3.1. The FTO shall discuss the evaluation with the Recruit, who shall, in turn, acknowledge the review with their signature.
 - 3.3.4. An FTO may only be assigned to monitor the performance of a maximum of two Phase V Recruits at a time.
 - 3.3.5. As staffing permits, the Bureau shall assign Recruits to a district in reasonable proximity to their assigned FTO’s district to facilitate the mentoring and monitoring of the Recruit(s).
 - 3.3.6. An FTO who is assigned to mentor a Phase V Recruit shall not be assigned a Recruit participating in another Training Phase.
- 3.4. Precinct Sergeants Responsible for Recruits in Training shall:
- 3.4.1. Maintain a thorough understanding of the policies and procedures contained in this directive.
 - 3.4.2. Ensure that Recruits are assigned the same shift and/or days off as their FTOs.
 - 3.4.3. Ensure that FTOs complete the Weekly Observation Reports for Phases I-IV Recruits and submit them to the FTEP Coordinator.
 - 3.4.4. Ensure that FTOs complete Bi-Weekly evaluations for Phase V Recruit Officers and submit them to the FTEP Coordinator.
 - 3.4.5. Notify the Training Division in writing of any performance deficiencies with either Recruits or FTOs, and work with the Training Division to address the deficiencies.
 - 3.4.6. Notify the FTEP Sergeant in writing of any personnel changes for the position of Recruit Training Sergeant or Scheduling Sergeant at the RU.
 - 3.4.7. Not reassign a Recruit without consultation with, and approval from, the FTEP Director, or their designee.
4. Program Advancement.
- 4.1. Prior to the completion of each training phase, the Recruit’s assigned FTO shall complete an End of Phase Evaluation Form, including the FTO’s recommendation for advancement to the next training phase or retention in the current training phase. After the FTO discusses the evaluation with the Recruit, both members will sign the form.
 - 4.1.1. The FTO shall forward a copy of the form to the FTEP Coordinator.
 - 4.2. For Training Phases I-IV, the FTEP Sergeant and FTEP Coordinator must review and approve the evaluation prior to the Recruit’s advancement to the next training phase.
 - 4.2.1. If the reviews are in conflict, the FTEP Director shall determine whether to advance the Recruit to the next phase.
 - 4.3. No recruit shall be considered for advancement to Phase IV until the Recruit has successfully completed the Bureau’s Advanced Academy.
 - 4.4. Prior to advancement to Phase V, the FTEP Director, FTEP Sergeant, and FTEP Coordinator shall review the evaluation for approval.
 - 4.4.1. The FTEP Coordinator shall provide written notification of the Recruit’s advancement to both the Recruit and their RU Manager.

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- 4.4.2. Recruits are prohibited from working independently prior to this notification.
- 4.5. No Recruit shall be considered for advancement to Phase V until the Recruit has completed both the mandatory five-week observation period in Phase IV, and the DPSST Field Training Manual.
5. FTO Notifications.
 - 5.1. FTOs shall be responsible for notifying the FTEP Coordinator when:
 - 5.1.1. Their Recruit has been involved in a significant incident (e.g., collision, pursuit, serious use of force, etc.);
 - 5.1.2. Their Recruit is absent for more than one week;
 - 5.1.3. Their Recruit is not meeting training timelines;
 - 5.1.4. The FTO changes precincts, shifts, or days off;
 - 5.1.5. The FTO has an approved leave (e.g., vacation, FMLA, military leave, etc.) of more than one (1) week;
 - 5.1.6. The FTO receives notification that they are the subject of an IA Investigation; and/or
 - 5.1.7. The FTO has been promoted or transferred from a uniform patrol assignment.
6. Field Training Conferences.
 - 6.1. The FTEP Coordinator shall schedule Field Training Conferences upon receipt of End of Phase Evaluations (Entry Phase through Phase III). The FTEP Coordinator shall schedule additional Field Training Conferences, as needed, to evaluate and discuss the Recruit’s performance.
 - 6.2. The FTO should be prepared to discuss their Recruit’s field training performance and to provide recommendations for future training.
7. Probationary Performance Summary.
 - 7.1. The FTEP Coordinator shall draft a performance summary if the Training Division has determined that a Recruit does not meet standard performance requirements.
 - 7.1.1. The FTEP Coordinator shall submit the summary through channels to the Chief or a designee, who shall then determine a course of action.
8. FTO Evaluations.
 - 8.1. Recruits shall evaluate their assigned FTO using the FTO Evaluation Form. Recruits shall complete and forward the form directly to the FTEP Coordinator within two weeks of completing their assignment with an FTO.
 - 8.1.1. Recruits shall not advance to Training Phase V until they complete all FTO evaluation forms and submit them to the FTEP Coordinator.
 - 8.1.2. The Training Division shall provide Recruits with the opportunity to evaluate the FTEP program at the completion of their probationary period to inform future instruction, quality and training within the FTEP program.
 - 8.2. The Training Division shall maintain the FTO evaluations.

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- 8.3. To maintain and enhance the quality of the FTO program, the FTEP Sergeant or designee shall review the evaluation with the FTOs to give feedback and coordinate remedial training, as needed. Their use is not intended to be disciplinary in nature and will not have disciplinary consequences.
9. DPSST Requirements.
 - 9.1. Recruits not currently certified by DPSST will attend and graduate from the DPSST Basic Police Academy prior to their assignment to uniform patrol, unless DPSST grants a waiver of the Basic Police Academy.
 - 9.2. For Recruits who are currently certified by DPSST, or those members granted a waiver of the DPSST Basic Police Academy, FTEP will provide an orientation to Bureau procedures, as determined by the Training Division, prior to their assignment to uniform patrol.
 - 9.3. Recruits must satisfy their DPSST Certification Requirements prior to the end of their probationary period.

[PROVIDE FEEDBACK HERE](#)

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- Field Training and Evaluation Program FTEP Director: ~~The A Training Division~~ lieutenant, or designee, assigned to the Training Division, who is responsible for the management of the FTEP program.
- Field Training and Evaluation Program FTEP Sergeant/ (or Supervisor): ~~The A Training Division~~ sergeant or supervisor, assigned to the Training Division who is, responsible for Recruit Officer training.
- Field Training Officer (FTO): -A member who has successfully completed the Bureau's FTO School and has maintained certification, including re-certification classes, as scheduled by the Training Division. -The FTO is responsible for monitoring and documenting Recruit Officer's performance and providing resources to assist in their FTEP completion.
- Field Training and Evaluation Program FTEP Standardized Evaluation Guidelines: -A Bureau form that captures the standards by which Recruit Officer performance is evaluated. Key areas include, but are not limited to, knowledge of applicable laws, ordinances, and Bureau policies; report-writing ability; safety; and field performance.
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- Recruit Training Sergeant: -A sergeant from each relief at each precinct designated as the coordinator of the FTEP for that relief.
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control on all daily operations of patrol. Generally, FTOs will only provide post-situational critique during this stage.

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1. This directive establishes training procedures and program requirements for Bureau Recruits [participating in the Field Training Evaluation Program \(FTEP\)](#).
2. [The FTEP is designed to provide new officers with the skills and experience necessary to meet the performance standards established by the Bureau for sworn members.](#)
- ~~2.3.~~ The Bureau is committed to [providing a field training program which offers an extension of classroom learning and a platform for integrated learning. The Training Division utilizes a developmental process with problem-based instruction that equips Recruits with the skills and knowledge necessary to carry out their functions safely, adequately, and professionally. appropriately training its Recruits to guarantee professional service delivery, while also engaging and serving the needs of the community.](#) ~~The FTEP is designed to provide new officers with the skills and experience necessary to meet the performance standards established by the Bureau for sworn members. The Training Division will provide instruction that equips this set of members with the tools necessary to carry out their functions safely, adequately, and professionally.~~

Procedure:

1. Field Training.
 - 1.1. All field training shall be consistent with ~~PPB's~~ [the Training Division's](#) annual training plan.
~~1.1.~~
 - 1.2. Recruit Officers.
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2. Field Training Officers (FTOs).

2.1. The Training Division shall maintain SOPs outlining the standards and criteria for FTO selection, training, certification, and de-certification.

1.3.2.2. FTO Selection and Evaluation

1.3.2.2.1. The Training Division shall evaluate a prospective FTO's record of professional conduct, work performance, and history of suitability as an instructor or trainer in accordance with Directive 1500.00, Training.

1.3.2.2.2. ~~PPB~~ ~~The Bureau~~ FTEP shall select FTOs based on key factors that are set forth in the Training Division Standard Operating Procedure (SOP) 3-4. These factors include, but are not limited to the following:

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1.3.2.2.2.2. Discipline history;

1.3.2.2.2.3. Performance history;

2.2.2.4. Demonstrated maturity; and

1.3.2.4.

1.3.2.5.2.2.2.5. Demonstrated knowledge and support of Bureau policies and procedures, tactics and training, values, mission, and goals.

1.3.3.2.2.3. All FTO candidates shall have (and maintain) a demonstrable record of professional conduct and suitable work performance.

1.3.3.1.2.2.3.1. Members who have been subject to disciplinary action, as detailed in Directive 1500.00 Training based upon the use of force or mistreatment of individuals with mental illness within the three preceding years, or twice in the preceding five years, shall be prohibited from serving as an FTO.

2.3. FTO Certification

2.3.1. All FTOs shall attend the required training to maintain their FTO certification in accordance with Directive 1500.00 Training.

2.3.2. The Training Operations Manager shall be responsible for the certification and re-certification of FTOs who have successfully completed FTO School.

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1.3.4.2.3.4. The FTEP Director or designee shall provide a current list of FTOs to the Internal Affairs (IA) Captain or designee. As FTOs are added, decertified, ~~or they~~ retire, or are otherwise removed, the FTEP Director shall ensure that ~~PSD~~/IA has an updated list.

1.3.4.1.2.3.4.1. If a case involving an FTO is opened, the IA Captain or designee shall provide notification to the FTEP Director within one business day when there are allegations that, if true, would impact the FTO's ability to effectively train a recruit officer. FTEP Director or designee shall temporarily remove the.

2.3.4.1.1. The FTET Director or designee shall remove the member from the current FTO list for the duration of the IA Investigation and work with the Director of Police Education (DOPE) and the Training Operations Manager to assess the member's suitability for continued work in an FTO role.

2.3.4.1.2. If the allegations are sustained and necessitate the removal of the FTO from the program, the IA Captain or designee must notify the FTET Director within one business day of case closure.

~~If the allegations are sustained and necessitate the removal of the FTO from the program, the IA Captain or designee must notify the FTET Director within one business day of case closure.~~

2.4. FTO Training.

2.4.1. The Training Division shall utilize a training needs assessment process, that conforms with Training Division SOP 1-21 Instructional Design and Training Approval Process, to design and deliver all FTO training.

2.4.2. All FTOs shall receive 40 hours of initial training and ongoing in-service training to maintain certification. The training captures the following key areas, which include, but are not limited to:

2.4.2.1. Management;

2.4.2.2. Intervention and counseling;

2.4.2.3. Scenarios;

2.4.2.4. Civil liability; and

2.4.2.5. Performance evaluation.

2.4.3. FTOs and Recruit Training Sergeants shall maintain, and demonstrate on a regular basis, their proficiency in adult learning and problem based instructional strategies, practicing and teaching community-oriented policing, modeling the Bureau's mission, vision, and goals, and effectively solving problems.

2.4.4. The Training Division shall maintain current documentation of FTOs' evaluations and training.

~~1.3.5. Training Division.~~

~~1.3.6. The Training Division shall maintain a standard operating procedure (SOPs) outlining the standards and criteria for FTO selection, training, certification, and de-certification.~~

~~1.3.7. The Training Division Captain or designee shall notify RU Managers of pending FTO Schools.~~

~~1.3.8. The Training Manager shall be responsible for the certification and re-certification of FTOs who have successfully completed FTO School.~~

~~1.3.9. Responsibility Unit (RU) Managers may request the suspension or de-certification of an FTO through the Training Manager. The Training Manager has the sole discretion to de-certify or suspend an FTO.~~

~~1.3.10. FTO qualifications Training.~~

~~1.3.10.1. All FTOs shall receive 40 hours of initial training and annual in-service training to maintain certification. The training captures the following key areas, which include, but are not limited to:~~

~~1.3.10.1.1. Management;~~

- ~~1.3.10.1.2. — Intervention and counseling;~~
- ~~1.3.10.1.3. — Scenarios;~~
- ~~1.3.10.1.4. — Civil liability; and~~
- ~~1.3.10.1.5. — Performance evaluation.~~
- ~~1.3.10.2. — FTOs and Recruit Training Sergeants shall be required to maintain, and demonstrate on a regular basis, their proficiency in managing recruits and subordinates, practicing and teaching community-oriented policing, the Bureau's, and effectively solving problems effectively. PPB The Training Division shall maintain current documentation of FTOs' evaluations and training.~~

2.3. Training Phases.

2.1.3.1. Projected Completion Timelines.

- 2.1.1.3.1.1. Entry Phase: Four weeks.
- 2.1.2.3.1.2. Phase I: Five weeks.
- 2.1.3.3.1.3. Phase II: Five weeks.
- 2.1.4.3.1.4. Phase III: Five weeks.
- 2.1.5.3.1.5. Phase IV: Five weeks at a minimum.
- 2.1.6.3.1.6. Phase V: The Recruit Officer shall remain in Training Phase V until the completion of the probationary period.

The timelines listed for each phase, with the exception of Phase IV, are recommended schedules. -The Bureau retains the right to modify those timelines and to terminate a recruit at any phase of the training process. -Program advancement shall not automatically confer advancement to a permanent position until the recruit has successfully completed the probationary period.

~~2.1.7.~~

~~2.1.8.3.1.7.~~

2.2.3.2. Entry Phase through Phase IV.

~~2.2.1. Recruits shall generally begin the Entry Phase upon completion of the Basic Police Academy.~~

~~2.2.2.3.2.1. Recruits shall then incrementally advance to Phase V (working independently) through a comprehensive and progressive process involving field training, observation, critique, evaluation, and review. The FTO shall give the Recruit shall be given additional responsibilities as their skills develop. The Bureau FTEP shall assign the Recruit shall be assigned to ride with a certified FTO in all training phases except Phase V.~~

~~2.2.3.3.2.2. The Bureau FTEP shall not assign the same a Recruits and to the same FTOs shall not be assigned the same Recruit for more than two consecutive training phases.~~

~~2.2.4.3.2.3. FTOs shall work with their Recruits to complete the Department of Public Safety Standards and Training Field (DPSST) Training Manual, with the exception of in-State recruits making a lateral transition to the Bureau. These Recruits shall who complete a PPB Bureau-certified training manual.-~~

~~2.2.5.3.2.4. FTOs will critique-assess the Recruitsthe Recruit's daily activities and will provide collaborative opportunities for Recruit to: a) engage in dialogue regarding~~

any problem areas, and b) help devise a plan of action to correct areas that need improvement.

~~2.2.6.3.2.5.~~ 2.2.6.3.2.5. The Recruit's regularly assigned FTO will use FTEP Standardized Evaluation Guidelines to complete a Weekly ~~Evaluation~~ Observation Report prior to the week's end to reflect performance for each day. The FTO will discuss the ~~evaluation report~~ with the Recruit, and both the FTO and the Recruit will sign ~~the evaluation~~ it.

3.2.5.1. If, due to technical issues, the FTO is unable to complete a Weekly Evaluation Observation Report electronically, they shall send an original typed or handwritten document directly to the FTEP Training Coordinator.

~~2.2.6.1.~~

~~2.2.6.2.3.2.5.2.~~ 2.2.6.2.3.2.5.2. The FTO shall forward a copy of all Weekly ~~Evaluations~~ Observation Reports to the FTEP Coordinator.

~~2.2.7.3.2.6.~~ 2.2.7.3.2.6. In the unusual circumstance in which a Recruit is assigned to work with a member who is not a certified FTO (e.g., if the assigned FTO is on leave), the sergeant shall ~~ensure assign a suitable non-FTO member to monitor~~ the Recruit is placed with a suitable non-FTO member.

~~2.2.7.1.3.2.6.1.~~ 2.2.7.1.3.2.6.1. ~~A The supervisor~~ sergeant shall not assign non-FTO member ~~shall not be assigned~~ a Recruit if the non-FTO member has been subject to ~~disqualifying~~ disciplinary action as described in Directive 1500.00, Training Section 1.3.1.1.

~~2.2.8.3.2.7.~~ 2.2.8.3.2.7. ~~The FTEP shall not require a~~ non-FTO member ~~shall not be required~~ to complete a Weekly ~~Evaluation~~ Observation Report. Instead, the ~~non-FTO at~~ member shall provide documentation to the FTEP Coordinator ~~write an inter-office memorandum to the FTEP Coordinator,~~ detailing their activities and the Recruit's performance during the period the ~~non-FTO member observed the~~ Recruit ~~was assigned~~. ~~These memoranda~~ Documentation shall be provided for each week the non-FTO member is assigned to a recruit, not covering periods longer than one week.

~~2.2.8.1.3.2.7.1.~~ 2.2.8.1.3.2.7.1. The assigned non-FTO member shall review the ~~content of their memorandum~~ documentation with the Recruit, who shall, in turn, acknowledge the review with their signature.

~~2.2.8.2.~~ 2.2.8.2. The assigned non-FTO member shall ~~then~~ send the memorandum documentation ~~directly to the Training Captain or designee and forward a copy~~ to the FTEP Coordinator and the assigned FTO.

3.2.7.2.

~~2.3.3.3.~~ 2.3.3.3. Phase V.

~~2.3.1.3.3.1.~~ 2.3.1.3.3.1. Recruits who have successfully completed all previous training phases and consistently met the acceptable performance standards, as defined in FTEP Standardized Evaluation Guidelines, shall advance to Phase V training status.

~~2.3.2.3.3.2.~~ 2.3.2.3.3.2. Phase V continues until completion of the probationary period, unless the Recruit's performance reflects serious deficiencies, in which case the ~~Training Division Captain~~ Training Operations Manager, or designee, shall review the Recruit's performance to determine an appropriate course of action.

~~2.3.3.3.3.3.~~ 2.3.3.3.3.3. During this final phase of field training, ~~a~~ Recruits will still have a ~~an assigned~~ FTO ~~shall be assigned~~ to closely monitor the Recruit's performance;

however, Recruits are permitted to work independent of direct supervision. -Using FTEP Standardized Evaluation Guidelines, the FTO shall complete a Bi-Weekly Phase V Evaluation Form electronically to document the Recruit's performance.

~~2.3.3.1~~~~3.3.3.1.~~ 2.3.3.1.3.3.3.1. The FTO shall discuss the evaluation with the Recruit, who shall, in turn, acknowledge the review with their signature.

~~2.3.4~~~~3.3.4.~~ 2.3.4.3.3.4. An FTO may only be assigned to monitor the performance of a maximum of two Phase V Recruits at a time.

~~2.3.5~~~~3.3.5.~~ 2.3.5.3.3.5. As staffing permits, the Bureau shall assign Recruits to a district in reasonable proximity to their assigned FTO's district to facilitate the mentoring and monitoring of the Recruit(s).

An FTO who is assigned to mentor a Phase V Recruit shall not be assigned a Recruit participating in another Training Phase.

~~2.3.6~~~~3.3.6.~~ 2.3.6.3.3.6.

~~2.4.3.4.~~ 2.4.3.4. ~~Precinct Sergeants Responsible for Recruits in Training~~ Precinct Sergeants Responsible for Recruits in Training ~~Training Sergeant (Precinct) Responsibilities shall:~~

~~2.4.1~~~~3.4.1.~~ 2.4.1.3.4.1. Maintain a thorough understanding of the policies and procedures contained in this directive.

~~2.4.2.~~ 2.4.2. ~~Facilitate the assignment of Recruits to FTOs.~~

~~2.4.3~~~~3.4.2.~~ 2.4.3.3.4.2. ~~Ensure that~~ Recruits ~~shall bear~~ assigned the same shift and/or days off as their FTOs.

~~2.4.4~~~~3.4.3.~~ 2.4.4.3.4.3. Ensure that ~~FTOs complete the w~~Weekly ~~Evaluations-Observation Reports~~ for Phases I-IV Recruits ~~are completed~~ and ~~submitted-submit them~~ to the FTEP Coordinator.

~~2.4.5~~~~3.4.4.~~ 2.4.5.3.4.4. Ensure that ~~FTOs complete~~ Bi-Weekly evaluations for Phase V Recruit Officers ~~are completed~~ and ~~submitted-submit them~~ to the FTEP Coordinator.

~~2.4.6~~~~3.4.5.~~ 2.4.6.3.4.5. Notify the Training Division in writing of any performance deficiencies with either Recruits or FTOs, and work with the Training Division to address the deficiencies.

~~3.4.6.~~ 3.4.6. Notify the FTEP Sergeant in writing of any personnel changes for the position of Recruit Training Sergeant or Scheduling Sergeant at the ~~Responsibility Unit (RU).~~

~~2.4.7~~~~3.4.7.~~ 2.4.7.3.4.7. ~~Not reassign a Recruit without consultation with, and approval from, the FTEP Director, or their designee.~~

~~3.4.~~ Program Advancement.

~~3.1.4.1.~~ 3.1.4.1. Prior to the completion of each training phase, the Recruit's assigned FTO shall complete an End of Phase Evaluation Form, including the FTO's recommendation for advancement to the next training phase, or retention in the current training phase. -After the FTO discusses the evaluation with the Recruit, both members will sign the form.

~~3.1.1.~~ 3.1.1. The FTO shall forward a copy of the form to the FTEP Coordinator.

~~3.1.2.4.1.1.~~ 3.1.2.4.1.1.

~~3.2.4.2.~~ 3.2.4.2. For Training Phases I-IV, the FTEP Sergeant and FTEP Coordinator must review and approve the evaluation prior to the Recruit's advancement to the next training phase.

~~3.2.1.~~ 3.2.1. If the reviews are in conflict, the FTEP Director shall determine whether to advance the Recruit to the next phase.

~~3.2.2.4.2.1.~~ 3.2.2.4.2.1.

~~3.3.~~ No recruit shall be considered for advancement to Phase IV until the Recruit has successfully completed the Bureau's Advanced Academy.

~~3.4.4.3.~~

~~3.5.4.4.~~ Prior to advancement to Phase V, the FTEP Director, FTEP Sergeant, and FTEP Coordinator shall review the evaluation for approval.

~~3.5.1.4.4.1.~~ The FTEP Coordinator shall provide written notification of the Recruit's advancement to both the Recruit and their RU Manager.

~~3.5.2.~~ Recruits are prohibited from working independently prior to this notification.

~~3.5.3.4.4.2.~~

~~3.6.4.5.~~ No Recruit shall be considered for advancement to Phase V until the Recruit has completed both the mandatory five-week observation period in Phase IV and the DPSST Field Training Manual.

~~4.5.~~ FTO Notifications.

~~4.1.5.1.~~ FTOs shall be responsible for notifying the FTEP Coordinator when:

~~4.1.1.5.1.1.~~ Their Recruit has been involved in a significant incident (e.g., collision, pursuit, serious use of force, etc.);

~~4.1.2.5.1.2.~~ Their Recruit is absent for more than one week;

~~4.1.3.5.1.3.~~ Their Recruit is not meeting training timelines;

~~4.1.4.5.1.4.~~ The FTO changes precincts, shifts, or days off;

~~4.1.5.5.1.5.~~ The FTO has an approved leave (e.g., vacation, FMLA, military leave, etc.) of more than one (1) week;

~~4.1.6.5.1.6.~~ The FTO receives notification that they are the subject of an ~~Internal Affairs~~ IA Investigation; and/or

~~4.1.7.5.1.7.~~ The FTO has been promoted or transferred from a uniform patrol assignment.

~~5.6.~~ Field Training Conferences.

~~5.1.6.1.~~ The FTEP Coordinator shall schedule Field Training Conferences upon receipt of ~~each~~ End of Phase Evaluations (~~Entry Phase through Phase III~~). ~~The FTEP Coordinator shall schedule A~~ additional Field Training Conferences, ~~will be scheduled~~ as needed, to evaluate and discuss the Recruit's performance.

~~5.2.6.2.~~ The FTO should be prepared to discuss their Recruit's field training performance and to provide recommendations for future training.

~~6.7.~~ Probationary Performance Summary.

~~6.1.7.1.~~ The FTEP Coordinator shall draft a performance summary if the Training Division has determined that a Recruit does not meet standard performance requirements.

~~6.1.1.7.1.1.~~ The FTEP Coordinator shall submit the summary through channels to the Chief or a designee, who shall then determine a course of action.

~~7.8.~~ FTO Evaluations ~~Forms~~.

~~7.1.8.1.~~ Recruits shall evaluate their assigned FTO using the FTO Evaluation Form. Recruits shall complete and forward the form directly to the FTEP Coordinator within two weeks of completing their assignment with an FTO.

~~7.1.1.~~ Recruits shall not advance to Training Phase V until they complete all FTO evaluation forms ~~and are completed and properly~~ submit them to the FTEP Coordinator.

~~8.1.1.~~

~~7.1.2.~~ 8.1.2. The Training Division shall provide Recruits with the opportunity to evaluate the FTEP program at the completion of their probationary period to inform future instruction, quality and training within the FTEP program.

~~7.2.~~ The Training Division shall maintain the FTO evaluations.

~~7.3.~~ ~~8.2.~~

~~7.4.~~ 8.3. To maintain and enhance the quality of the FTO program, the FTEP Sergeant or designee shall review the evaluation with the FTOs to give training feedback and coordinate remedial training, as needed. Their use is not intended to be disciplinary in nature and will not have disciplinary consequences.

8.9. DPSST Requirements.

8.1. Recruits not currently certified by DPSST will attend and graduate from the DPSST Basic Police Academy prior to their assignment to uniform patrol, unless DPSST grants a waiver of the Basic Police Academy.

~~8.2.~~ 9.1.

~~8.3.~~ For Recruits who are currently certified by DPSST, or those members granted a waiver of the DPSST Basic Police Academy, ~~the Bureau~~ FTEP will provide ~~will be given~~ an orientation to Bureau procedures, as determined by the Training Division, prior to their assignment to uniform patrol.

~~8.4.~~ 9.2.

~~8.5.~~ 9.3. Recruits must satisfy their DPSST Certification Requirements prior to the end of their probationary period.

#1

COMPLETE

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Q1

Please provide feedback for this directive

Section 1.4.5.2.: Demonstration and effectiveness with adult learning approaches and ability to model PPB mission, vision, and values seems like it should also be named as part of maintaining certification.

Section 7.3.: If evaluations are used to give training feedback, what structure is used to provide remedial training to a FTO with identified growth areas?

Q2

Respondent skipped this question

Contact Information (optional - your name will be visible on PPB's website)

#2

COMPLETE

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Page 1

Q1

Please provide feedback for this directive

Recommendation: 1.3.3.1 If a case involving an FTO is opened, the IA Captain or designee shall provide notification to the FTEP Director within one business day when there are allegations, if true, would impact the FTO's ability to effectively train a recruit officer and will be temporarily remove from the current list.

Reason for recommendation: The Bureau may want to consider that while pending an open case removing an FTO from the list temporarily, and if allegations are proven untrue will be re-instated to the FTO list

Question:

Per section 2.1.7. "The Bureau retains the right to modify those timelines and to terminate a recruit at any phase of the training process."

When the Bureau does terminate a recruit, does the Bureau offer re-assignment or job placement within other City bureaus? The reason I ask is in relation to the significant investment that is placed in recruiting, and training individuals to become officers for Portland and I hope that even if someone is terminated they are offered other opportunities through the City.

Q2

Contact Information (optional - your name will be visible on PPB's website)

Name **Kala Franklin**

#3

COMPLETE

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Page 1

Q1

Please provide feedback for this directive

While compensating FTOs for the work they do with new recruits seems fair, due to the additional responsibility they take on, how does the Bureau ensure that FTOs are motivated by their role in managing, teaching and coaching recruits? Seems that there are a lot of Officers taking on FTO responsibilities for the money, particularly as they near retirement. There needs to be ways to hold FTOs accountable when they are unmotivated and/or not performing well.

While PPB maintains documentation of FTOs evaluations (completed by recruits), there is an incredible amount of disincentive for a new recruit to provide honest feedback that is negative or constructive (during a time and within a system where there is an incredible power differential and they know they need allies and people they can depend upon to succeed in their career and stay safe while on patrol), which means the Bureau isn't getting the feedback they need to ensure FTOs are effective.

This could be partially addressed in section 1.4 if the Training Division provided new recruits with an opportunity to provide feedback anonymously and if FTEP offered recruits the opportunity to request a new FTO if/when the recruit felt like their FTO was ineffective.

Section 2.1.7.--Given the massive investment of time and money that goes into a new hire, there should be some structure for, and a commitment to, transitioning recruits who have been terminated into other roles within the Bureau.

Q2

Respondent skipped this question

Contact Information (optional - your name will be visible on PPB's website)
