

		Policy & Procedures			No. 1.45	
		Subject: Field Training and Evaluation Program (FTEP)				
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CALEA STANDARDS

1.3.12 33.4.2

33.4.1 33.4.3

Purpose The mission of the Field Training and Evaluation Program is to prepare Officer in training to perform the essential duties of a police officer and to enhance the professionalism of police service through continuous quality improvement.

The Field Training and Evaluation Program (FTEP) is based on the nationally accepted “San Jose Model”. The program pairs a student officer with specially selected and trained Field Training Officers (FTO).

Policy 1. Field Training and Evaluation Program (FTEP)

a. New full-time officers must successfully complete an in-house field training program.

b. **Training Coordinator** shall manage the Field Training Program and oversee: **33.4.3 (d),(e),(f),(g)**

1. Training and in-service training of field training officers. This can be accomplished with a documented meeting between the Training Coordinator and the Field Training Officer(f);
2. Rotation of recruit assignments(g); and
3. Development, implementation and evaluation of the field training program;
4. The Training Coordinator shall be the academy liaison, as applicable(d).

c. Recruit Field Training

1. Upon completion of the recruit academy, the officer will enter the field training/evaluation program with designated field training officers. The probationary officer will apply the lessons of the academy to situations in the field under the tutelage of the field training officer.
2. During field training, probationary officers shall receive training in department-specific materials, including: **33.4.1**
 - a. Policies and procedures; and
 - b. Rules and Regulations

The Training Officer and the Training Coordinator will review the above with each candidate. A Receipt Form will be filed to document issuance, receipt and instruction of the above. This will be completed before the officer works a shift on his/her own.

3. Each Probationary Officer will then begin a minimum four weeks on-the-job training/evaluation program with designated FTO's. (This will not alter the one-year probationary period which all newly appointed full-time officers are required to serve in Massachusetts.) **33.4.3 (a)**
4. The Probationary Officer will have rotated his/her field training assignment among at least two different FTO's. **33.4.3 (g)**
5. The FTO's evaluation of the Probationary Officers shall be documented, with daily and weekly observation reports covering the wide range of police activities and interactions. **33.4.3 (h)(i)**
6. After the supervisory phase of field training, the evaluation program will continue through the use of periodic evaluations filled out by the probationary officer's supervisors.

d. Field Training Officers 33.4.3 (b)

1. The Field Training Officers (FTO's) will be selected by the Chief of Police based on the needs of the department and on the overall job-related qualifications of the prospective FTO. Candidates must possess a strong job knowledge and skills in the following areas:
 - a. Application of law;
 - b. Police Procedures;
 - c. Tactics;
 - d. Department policy and procedure;
 - e. Report writing;

- f. Interpersonal relations; and
- g. Chain of command.

2. FTO's will require initial training at a 40 hour Field Training Officer's Program sponsored by the Municipal Police Training Committee (MPTC) or equivalent and a refresher training every two-years. **33.4.3 (e)** In addition, Annual In-Service Training will be required. This may constitute any instructional information being provided to veteran FTO's to refresh them or may be a documented meeting with the FTO's supervisor. **33.4.3 (f)**

3. All department supervisory personnel assigned to patrol, and officers designated as Field Training Officers, will conduct training in accordance with the "Police Department Field Training Officer's Manual."

4. FTO's will be under the operational supervision of the Shift Commander or other superior officer designated by the Chief. **33.4.3 (c)**

5. FTO's will evaluate each recruit officer's performance in the various activities that they will meet as police officers, according to guidelines set for the in the Field Training Program. **33.4.3 (h)**

6. FTO's shall submit training reports to the Training Coordinator and/or Shift Commander as specified in the Field Training Program. Copies of these forms can be located on the I-Drive in the Field Training Officer folder. **33.4.3 (i)**