

# MISSOULA POLICE DEPARTMENT POLICY MANUAL



<b>Subject:</b> <b>FIELD TRAINING AND EVALUATION PROGRAM</b>		
<b>Effective Date:</b> <b>4/20/2018</b>	<b>Original Date:</b> <b>06/12/2002</b>	<b>Next Review:</b> <b>4/20/2021</b>
<b>Chapter</b> <b>13</b>	<b>Policy #</b> <b>13.20</b>	<b>Distribution:</b>
<b>References:</b> <i>Hiring Process; Specialized Duty Assignments;</i>		

## I. Purpose

The purpose of this policy is to establish a highly-structured form of training and evaluation of new police officers.

## II. Policy

It is the purpose of this policy that all new members of the Missoula Police Department receive quality training, accompanied with accurate evaluations on the progress of the trainee. Such training will be employed under strict procedures, leading to a highly trained and positively motivated employee, capable of meeting or exceeding standards of performance required by the Missoula Police department.

## III. Procedure

A. The Missoula Police Department's Field Training and Evaluation Program is an extension of the law enforcement selection process that combines pre-field training with objective evaluations to insure that the standards of a competent law enforcement officer are met. The goal of the Field Training and Evaluation process is to improve the overall effectiveness and efficiency of law enforcement service delivery by:

1. Improving the overall applicant screening process. The Field Training and Evaluation Program is one phase of this Department's overall applicant screen process designed to extend on-the-job observations and assessment.
2. Establishing a probationary police officer appraisal system. The program is designed to provide a valid, job-related, post-basic training evaluation of probationary law enforcement officer performance. The process utilizes a standardized and systematic approach to the documented measurement of a probationary law enforcement officer's performance.
3. Establishing a program review procedure. The program provides an appraisal system to measure the effectiveness of the Department's selection and training process by allowing feedback to the respective phases regarding their strengths and weaknesses.
4. Improving the probationary law enforcement training process. The program provides post-Basic Academy on-the-job training to probationary law enforcement officers. Field Training Officers serve as role models to probationary officers in the development of the knowledge, skills, and abilities needed to perform patrol duties.

5. Establishing career opportunities within the Department. The Field Training and Evaluation Program is a career path within the Missoula Police Department. It provides incentive for the demonstration of proficiency in the knowledge, skills and abilities needed to perform patrol functions. While performing the duties of Field Training Officer (FTO), the officer gains experience and knowledge that increases leadership and evaluation skills and enhances career opportunities.

#### **IV. Organization**

##### **A. Field Training Unit Commander**

1. The Field Training Unit Commander shall be the Captain of the Uniform Patrol Division, unless otherwise designated by the Chief of Police.
2. The Field Training Unit Commander shall be responsible for the general control and evaluation of the Field Training and Evaluation Program, and shall assume the staff monitoring of all probationary patrol officers for the duration of their probationary period.
3. The Field Training Unit Commander shall coordinate when appropriate the preparation of a statement of probationary officer development to date and submit it to the Chief of Police with a recommendation to confirm, extend field training and evaluation, or dismiss the probationary officer. All other Field Training Unit personnel and Uniform Patrol supervisors will be offered the opportunity to provide input for this evaluation.
4. The Field Training Commander shall seek advice and input from the Field Training Board and utilize the Board in coordination of scheduling and specialized training.

##### **B. Field Training Unit Coordinator**

1. The Field Training Unit Coordinator shall be a supervisory-level employee, preferably a lieutenant, designated by the Chief of Police.
2. The Field Training Unit Coordinator shall be responsible for assisting the Field Training Unit Commander with the general administration and evaluation of the Field Training and Evaluation Program and the staff monitoring of all probationary officers for the duration of their probationary period.
  - a) The coordinator shall monitor and evaluate the overall development of probationary officers during the probationary period for purposes of ascertaining any deficiencies and resolving them through training and retraining.
  - b) The coordinator shall, in concert with the Field Training Unit Commander, be responsible for planning, directing and evaluating pre-determined field training assignments and any changes in such assignments or variations in the length of assignments.

- c) The coordinator shall work closely with shift supervisors of probationary officers during and after completion of the Field Training and Evaluation Program assignments to determine and correct any training deficiencies, and may recommend a recycling of a probationary officer for retraining.
- d) The coordinator shall periodically provide information relating to a probationary officer's progress to the officer's supervisor or staff officers.
- e) The coordinator shall conduct a comprehensive evaluation of each probationary officer and shall during the last month of the probationary period, when it is appropriate to do so, prepare a statement of the probationary officer's development and submit it to the Field Training Unit commander with a recommendation to confirm, extend field training and evaluation, or dismiss the officer. All other department supervisors and field training personnel will be offered the opportunity to provide input to assist in this final probationary period evaluation.

C) Field Training Supervisor (Sergeant)

- 1. The Field Training Sergeant has the responsibility of the training and evaluation of probationary personnel assigned to the patrol division during the Field Training and Evaluation Process. The Field Training Sergeant shall keep the other shift supervisors and command personnel informed of the progress of the probationary officer(s) assigned to his/her supervision.
- 2. The Field Training Sergeant must insure that the training and evaluation processes are completed. Various sources of information should be utilized to achieve these goals, including, but not limited to, daily observation reports, oral communications with FTOs and Unit personnel, tests, and personal observations of probationary officer's performance to summarize weekly progress.
- 3. The Field Training Sergeant is also responsible for the review of the probationary officer's Instruction Guide ( Task List) to determine if it is up to date and properly filled out. If it is not filled out, the Sergeant should determine the reason so, giving attention to the possible need for remedial training.
- 4. Reports written by the probationary officer also serve to identify deficiencies, in performance, knowledge, or training. The field Training Sergeant is responsible for the periodic review of these reports as is the FTO.
- 5. The Field Training Sergeant will oversee regular meetings of the FTOs. These meeting must occur before trainees move between phases. The Field Training Sergeant must ensure that the FTOs discuss the strengths and weaknesses of each trainee in order to direct training.

6. The Field Training Sergeant must monitor the overall training of probationary officer(s) assigned to his/her supervision to insure program standards are being met.

D) **Field Training Officer**

1. Candidates for Field Training Officer (FTO) will be selected by an approved process, and their names shall be submitted for consideration and interview to the Field Training Board. The Board will submit a recommendation to the Field Training Unit Commander concerning the candidate and the final appointment will be made by the Field Training Commander. Qualifications shall include a minimum of two year's work experience in Uniform Patrol, overall work performance, and personal interest in training
2. The FTO shall be responsible for the training and evaluation of the probationary officer(s) when assigned to him/her, as directed by the Field Training Sergeant.
3. The FTO is the essential means by which the goals of the Program are achieved, specifically, the production of a law enforcement officer capable for working in a solo assignment in a safe, skillful, productive and professional manner.
4. The FTO has two primary roles to fulfill, that of a police officer assuming full patrol responsibility, and that of a trainer and evaluator of probationary officers.
5. The FTO may be released from field training and evaluation duties as follows:
  - a) At the direction of the Chief of Police, or his designee;
  - b) At the request of the individual he is training, and;
  - c) By transfer to a division other than Uniform Patrol.

**V. Assignment of Probationary Officers**

- A. Probationary officers shall be assigned to the Uniform Patrol Division, unless otherwise ordered by the Chief of Police.
- B. Upon completion of P.O.S.T. Basic training, each probationary officer assigned to the Uniform Patrol Division shall be placed in a Field Training and Evaluation assignment under the supervision of the Field Training Sergeant and a Field Training Officer (FTO).
  1. The field training assignment shall be predetermined in the field training curriculum, and will be varied only when a probationary officer needs remedial training.
  2. The Field Training Unit Commander, with the approval of the Chief of Police, may continue the field training assignment for a probationary officer beyond the predetermined time should the need for further training and evaluation become apparent.

3. Probationary officers assigned to organizational units other than the Uniform Patrol Division need not be assigned to Field Training Officers.
  4. The Field Training and Evaluation Program shall be divided into four (4) steps or phases for not less than 56 working days (560 hours). This is based on a 10-hour workday.
    - a. Phase One – Sixteen (16) working days duration.
      - 1) For the first four (4) working days, the probationary officer rides as an observer. No evaluations (Daily Observation Reports) are required. This portion of Phase One is for training purposes only and is commonly referred to as “Limbo.”
      - 2) A minimum of twelve (12) working days for structured training and evaluation. (More than twelve (12) working days may occur depending on working schedules.)
    - b. Phase Two – Sixteen (16) working days duration.
      - 1) Begins with assignment to a different FTO and preferably a different shift.
      - 2) Phase Two is for training and evaluation.
    - c. Phase Three – Sixteen (16) working days duration.
      - 1) Begins with assignment to a different FTO and preferably a different shift.
      - 2) Phase Three is for training and evaluation.
    - d. Phase Four – Eight (8) working days duration.
      - 1) Begins with assignment to a different FTO and preferably a different shift.
      - 2) Phase Four is an evaluation period only. During Phase Four, the FTO will work in plain clothes and the probationary officer in uniform.
      - 3) Formal Field Training is completed at the end of Phase Four.
- C. Balance of Probationary Period
1. Solo performance by the probationary officer. (Solo performance is when the probationary officer is considered as an individual officer for manpower staffing levels, regardless of whether working in a single car or a two-man car.)
  2. Shift supervisors will complete a probationary officer monthly evaluation, which will be turned in to the Field Training Unit Commander (Captain of Patrol).

## **VI. Extension of Training**

- A. The Field Training and Evaluation period may be extended for the probationary officer upon recommendation of the Field Training Board, or at the discretion of the Chief of Police.

## **VII. Training/Working Days**

- A. Probationary officers are credited for a training/working day only if assigned with a Field Training Officer or Field Training Sergeant and a formal evaluation is completed (Daily Observation Report). This period shall consist of fifty-six (56) working days (560 hours). This is based on a 10-hour workday.

## **VIII. Evaluation Process**

- A. Daily Observation Report
  - 1. Completed by the FTO for each workday. The first week of Phase 1 will only include a narrative, with no scoring for least/most satisfactory category.
- B. Bi-weekly Evaluation Report
  - 1. This is a summary report for the previous two (2) weeks performance. This is prepared by the FTO for the current Phase for the review of the Field Training Sergeant.
- C. End of Phase Evaluation Report
  - 1. This is a summary of the entire phase during which a trainee received training from an FTO. This report will be completed by the FTO and reviewed by the Field Training Sergeant prior to the trainee moving between phases.
- D. Report Evaluation
  - 1. Completed by the FTO and reviewed with the probationary officer periodically, as deemed necessary by the FTO.
- E. Evaluation of the FTO
  - 1. Completed by the probationary officer at the completion of each phase of the Field Training and Evaluation Program. FTOs will receive the evaluations when the trainee has completed the entire program.
- F. Examinations
  - 1. Examinations covering various training topics or scenarios will be conducted at the end of each week of training, or more frequently at the discretion of the FTO or Field Training Sergeant. A score of 70% will be required as a passing grade for all examinations.  
  
Should a trainee receive a score less than 70%, the trainee will be re-tested on his/her next work week and the score will be noted in the DOR for that day.
- G. Monthly Evaluation Report

1. Completed by the shift supervisor.
  - a. At the completion of Phase Four, the Field Training Unit Coordinator will ensure that monthly evaluations are continued until the balance of the probationary period is completed.
  - b. The Monthly Evaluation Reports will be reviewed by the Field Training Unit Commander (Captain of Patrol).

**IX. Field Training Board**

- A. The Field Training Board shall consist of:
  1. Field Training Commander
  2. Field Training Coordinator
  3. Field Training Sergeant
  4. At least one current FTO
- B. Field Training Board Action
  1. Required to recommend an extension of the Field Training period.
  2. Interview and development of Field Training Officer candidates.

**X. Recruit Termination Process**

- A. At any time during the Field Training and Evaluation Program that a probationary officer is performing at an unsatisfactory level, a recommendation for termination may be initiated.
- B. Memoranda and recommendations for termination are sent to the Field Training Commander.
  1. The Field Training Commander shall gather all memoranda and recommendations and ensure that all supporting data is attached.
  2. If the Field Training Commander concurs with the recommendation for termination, the Field Training Unit Commander will prepare a detailed report and send it via the chain of command to the Chief of Police
- C. The Chief of Police, or his designee, will make the administrative decision reference the requested dismissal.
  1. If the Chief of Police concurs with the recommendation for termination, the probationary officer will be relieved of duty and scheduled for a pre-termination hearing within seventy-two (72) hours of such notification.
  2. The Chief of Police shall preside over the pre-termination hearing at which time the Field Training Commander shall present the reasons for the termination recommendation. The probationary officer shall be afforded an opportunity to respond to the allegations of unacceptable performance.
  3. The Chief of Police shall make the final decision reference dismissal.

**XI. Disposition of Field Training Evaluations**

- A. Upon completion of the probationary officer's Field Training Board Action or termination, his/her Field Training and Evaluation Program forms will be filed as follows:
1. Department personnel file
    - a. Field Training Board Action report
    - b. All termination paperwork, if applicable
  2. Department training file
    - a. All other Field Training and Evaluation program files.

**Field Training and Evaluation Program files are confidential and shall be reviewed only by persons with a "need to know" upon the approval of the Chief of Police, or his designee.**