



MIDDLETON POLICE DEPARTMENT

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POLICY
12.2.02

SUBJECT: **Field Training**

REVIEWED
June 5, 2017

Refer to: Field Training Manual

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[WILEAG \(5th Ed.\) Standards: 12.2.4](#) (12.2.4.1, 12.2.4.2, 12.2.4.3, 12.2.4.4, 12.2.4.5)

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PURPOSE

The purpose of this policy is to provide a written directive requiring a field training program for newly sworn officers. The program shall be based on a recognized field training officer program which meets the needs of the department and newly hired officers in an effective and positive manner.

POLICY

All sworn officers shall satisfactorily complete the Wisconsin law enforcement officer preparatory training or the Wisconsin Department of Justice, Training and Standards Bureau Reciprocity Examination.

The Field Training and Evaluation Program is a supplement to the academic and skill requirements of the basic law enforcement recruit training academy. The program shall incorporate a comprehensive curriculum comprised of department policy and procedure for handling high frequency tasks/assignments, as well as low frequency, but high risk tasks and assignments.

The Field Training and Evaluation Process consists of five (5) distinctive Training Steps. Each represents time spent on different tasks and progressive learning experiences. In this manner, the Field Training Process insures exposure to the multiple responsibilities required of Middleton Police Officers. Training steps one, two, and three shall be for a minimum of 24 duty days each and shall involve a rotation of assignments to ensure broad experience.

The Field Training Program is designed to provide a valid, job-related evaluation of the probationary officer's performance. Selected and professionally trained FTO's shall evaluate and report on probationary officers' performance in a standardized and systematic manner. The Program's appraisal system shall also measure the effectiveness of the department's selection and training processes.

Field Training Officers and Probationary Officers shall be actively supervised. Probationary Officer's 18-month probationary period shall commence upon the first day of Field Training.

The Field Training and Evaluation Program does not conclude upon the assignment of a Probationary Officer to solo-patrol duties, but rather continues throughout the 18-month probationary period. The Field Training Program and probationary period are part of the selection process.

Uniform and Weapon Restriction

Probationary Officers who are completing the Wisconsin Law Enforcement Officer Preparatory Training as a member of the Middleton Police Department will sign and follow the restrictions imposed upon them regarding off-duty activities. The [Uniform and Weapon Restriction form](#) shall be completed and retained in the Probationary Officer's Field Training Manual.

Organization

Field Training Unit Commander

1. The Field Training Unit Commander shall be the Operations Officer, 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 the probationary officer's development to date and submit it to the Chief of Police with a recommendation to retain, extend training, or dismiss the probationary officer. All other Field Training Unit personnel and patrol supervisors will be offered an opportunity to provide input in this evaluation.

Field Training Unit Coordinator

1. The Field Training Unit Coordinator shall be designated by the Chief of Police and shall report to the Field Training Unit Commander.
2. The Field Training Unit Coordinator shall be responsible for assisting the Field Training Unit Commander with the general administration and evaluation of the Program and 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 for the purpose of ascertaining any deficiencies and resolving them through training and retraining.
- b. The Coordinator shall, in concert with the Unit Commander, be responsible for planning, directing, and evaluating field training assignments and any changes in such assignments or variations in the length of the assignments.
- c. The Coordinator shall work closely with the shift supervisors of probationary officers to determine and correct any training deficiencies and may recommend a training extension of a probationary officer for retraining.
- d. The Coordinator shall assist the department staff in conducting a comprehensive evaluation of each probationary officer during the last month of the probationary period, and prepare a statement of the probationary officer's development and submit it to the Unit Commander with a recommendation to retain, extend training, or dismiss the officer. All other department supervisors and field training personnel will be offered the opportunity to provide input and assist in this final probationary period evaluation.
- e. The Field Training Unit Coordinator shall serve as a liaison between the recruit academy staff and the Field Training Unit.

Field Training Sergeants

1. The Field Training Sergeant has the dual responsibility of shift supervisor and training and evaluation of probationary officers assigned to the shift. All patrol sergeants shall receive training in the supervision of the field training process.
2. The Sergeant shall ensure that the Training and Evaluation process is properly administered. Sources of information utilized to achieve this goal shall include Daily Observation Reports, communication with Field Training Officers, and personal observations of the Probationary Officer.
3. The Sergeant is responsible for weekly review of the Probationary Officer's Training Manual to determine if it is up to date and properly completed.
4. The Sergeant shall, along with the Field Training Officer, review the reports written by the Probationary Officer and identify any deficiencies.
5. The Sergeant must monitor the overall training of Probationary Officers assigned to the shift to insure that Field Training and Evaluation Program standards are being met.

Field Training Officer

1. All Field Training Officers (FTO's) shall be selected as a result of the FTO Selection Process and shall receive formal FTO training consistent with this program prior to performing the FTO function. Field Training Officers shall report to the Field Training Coordinator.
2. FTO's shall be responsible for the training and evaluation of probationary officers assigned to them, as directed by the Field Training Unit command staff.
3. FTO's shall administer training and evaluation of the Probationary Officer in accordance with the Field Training Officer's Manual.
4. FTO's may assist the Department in the background investigation and oral interview process for Police Officer candidates.

Field Training Process

The Field Training and Evaluation Process will consist of Phases and Steps of progressive training as outlined by Operating Procedure and contained in the Field Training Manual. Field Training Officers will evaluate recruits and document such evaluations in a manner consistent with the Field Training Manual.

The field and shift assignments of probationary officers during the Field Training and Evaluation Process shall be as outlined in the Field Training Manual. The Field Training Manual will be reviewed, amended, and updated by the Field Training Commander as appropriate.

Employment Status Process

- A. Employment Confirmation Board
 - 1. Shall consist of personnel selected by the Chief of Police and shall include both command and line-level members of the Field Training Unit.
 - 2. Board Action
 - a. Required to advance Probationary Officer from Field Training Stage to solo patrol duties.
 - b. To recommend an extension of the probationary period.
 - c. Required to advance Probationary Officer from probationary status to permanent status.
- B. Extension of Training
 - 1. The Probationary Officer's Field Training and Evaluation period may be extended upon the recommendation of the Employment Confirmation Board, the Field Training Unit Commander, and with the approval of the Chief of Police. Any extension of training shall remain in effect until all requirements for step advancement are met, or until a recommendation of termination is initiated.
- C. Employment Termination Process
 - 1. At any time during the probationary period a Probationary Officer is not performing at a satisfactory level, a recommendation for termination may be initiated by the Field training Coordinator.
 - 2. Memorandums and recommendations for termination are forwarded to the Field Training Commander.
 - a. The Field Training Commander shall gather all memorandums and ensure that all supporting data is attached.
 - b. The Field Training Commander will prepare a detailed report and forward it to the Chief of Police with recommendation.
 - 3. The Chief of Police will affect the administrative decision reference the requested dismissal.

Selection Process for Field Training Officers

- A. The Chief of Police shall post notice of Field Training Officer openings.
- B. Written application shall be made to the Chief of Police.
- C. Field Training Officer Minimum qualifications:
 - 1. Non Probationary Officer at the time of assignment.
 - 2. Acceptable department performance evaluations.

- D. All qualified applicants shall be assessed by a FTO Selection Board comprised of no less than three (3) members; one of which shall be an active Field Training Officer. Selected applicants shall be certified by the FTO Selection Board and the list of certified applicants forwarded to the Chief of Police.
- E. Field Training Officer candidate selection shall be made by the Chief of Police from the list of certified applicants.