

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	<b>Chapter:</b> 300 - Personnel Management	
	<b>Directive:</b> 330.02 - Field Training and Evaluation Program	
<b>Authorized by:</b> Chief Brandon Zuidema		<b>Effective Date:</b> October 1, 2015
<b>CALEA Standards:</b> 33.4.3		<b>Last Revision:</b> July 29, 2015

### 330.2.1 - Purpose

The purpose of this directive is to provide an overview of the Field Training and Evaluation Program utilized by the Garner Police Department.

### 330.2.2 - Policy

The Garner Police Department supports a Field Training and Evaluation Program that utilizes both the personnel and training resources of the Department. Field Training is mandated for all recruits and is vital to the proper training and development of new officers. The Field Training and Evaluation Program is an important adjunct to formal recruit classroom training and should be carefully organized, administered, and evaluated.

### 330.2.3 - Responsibilities of the FTEP Coordinator (33.4.3)

- A. The Personnel and Training Sergeant will coordinate and manage the Field Training and Evaluation Program and will be designated the "Field Training Coordinator."
- B. The Field Training Coordinator will maintain a close alliance with the North Carolina Criminal Justice Academy and the Wake Technical College Basic Law Enforcement Training Program to increase the Field Training Officers' awareness of the skills and subjects being taught and the proper role of the Field Training Officer.
- C. The primary duties of the Field Training Coordinator are:
  1. Obtaining feedback on recruits to facilitate the program;
  2. Reviewing, updating, and disseminating the Field Training and Evaluation Manual, which is based on tasks and assignments the recruit will be expected to perform upon the completion of the field training;
  3. Assigning recruits to Field Training Officers. Prior to assigning new recruits to a specific FTO, the Coordinator will first submit his/her recommendations to the Patrol Division Commander for final approval of the assignment;
  4. Providing guidance to Field Training Officers;
  5. Providing in-service training as it relates to the Field Training and Evaluation Program; and
  6. Providing a recommendation to the chain-of-command authorizing a recruit's full duty release.

**330.2.4 - Responsibilities of the Patrol Sergeant (33.4.3)**

Prior to entering the Field Training and Evaluation Program, each recruit will be assigned to a Patrol Sergeant by the Patrol Division Commander. The Patrol Sergeant will be responsible for overseeing his/her recruit's payroll and other administrative needs. In addition, the Patrol Sergeant will follow the progress of their assigned recruit(s) by reviewing all FTEP reports, communicating with the FTOs, and by monitoring their performance first-hand whenever possible. The Patrol Sergeant will then work in collaboration with the Personnel and Training Sergeant to document this progress in the recruit's scheduled performance appraisal(s).

**330.2.5 - Selection of Field Training Officers (33.4.3)**

- A. Officers selected to serve as Field Training Officers will meet the following criteria:
  - 1. Will have a minimum of four (4) years law enforcement experience with a minimum of one (1) year as a Police Officer with the Town of Garner;
  - 2. Will possess the desire to participate and will exhibit a commitment to the goals of the program and the Department;
  - 3. Will have a rating of three (3.0) or higher on his/her most recent performance appraisal;
  - 4. Will have no disciplinary action within the twelve months prior to the time of application; and
  - 5. Must have a positive recommendation from their Patrol Sergeant.
- B. The Chief of Police will make the final selection of who will serve as Field Training Officers based on recommendations from supervisory staff.
- C. All officers selected to serve as Field Training Officers will attend the Field Training Officer course taught at the North Carolina Justice Academy or another equivalent course approved by the Field Training Coordinator.
- D. FTOs who were not previously compensated with a salary inducement for serving as an FTO are eligible for compensation at a per diem rate at the discretion of the Chief of Police.
- E. Officers selected to serve as Field Training Officers may be removed from that role at the discretion of the Personnel and Training Sergeant with approval from the chain-of-command based on any of the following:
  - 1. Unsatisfactory performance as an FTO as noted by the Personnel and Training Sergeant, a Patrol Sergeant or Platoon Leader, and/or the recruit critique process;
  - 2. Unsatisfactory work performance as defined in Town Personnel Policies Part IX Section 5;
  - 3. If the FTO is subject to disciplinary action; and/or
  - 4. Any other issues that would negatively impact the officer's ability to perform as an FTO.

**330.2.6 - Responsibilities of the Field Training Officer (FTO) (33.4.3)**

- A. New recruits are initially assigned to a Patrol Sergeant and a Platoon in the Patrol Division. The recruit's first Field Training Officer will be designated as his/her Primary Field Training Officer for the duration of the Field Training and Evaluation Program.

- B. The Primary Field Training Officer will review reports and documentation concerning the recruit's performance throughout the entire training period and will consider this information when recommending the recruit for release to full-duty.
- C. All Field Training Officers are responsible for the following:
  - 1. Completing a *Daily Observation Report* (GPD form 330.2-B) and all other required paperwork on the recruit at the conclusion of each workday;
  - 2. Ensuring the recruit has completed all their daily paperwork and reports (including the *Patrol Activity Log* (GPD form 330.2-A)), and checking it for errors;
  - 3. Completing a *Weekly Observation Report* (GPD form 330.2-D) at the conclusion of each work shift to record all pertinent and necessary information that occurs during the particular work shift;
  - 4. Forwarding all reports to the Field Training Coordinator; and
  - 5. Ensuring that the recruit receives the training required by the Field Training Evaluation Manual at the appropriate time. The FTO will document any remedial training conducted on a *Remedial Training Worksheet* (GPD form 330.2-C).
- D. The Field Training Officer will keep his/her Patrol Sergeant and the Field Training Coordinator advised on the development a new recruit.

#### **330.2.7 - Field Training and Evaluation Program (FTEP) (33.4.3)**

- A. All newly hired police officers, whether graduating from a Basic Law Enforcement School approved by the North Carolina Justice Education and Training Standards Commission or coming as a lateral transfer will be assigned to the Patrol Division for field training. Former Garner Police Department police officers who are re-hired without a break in law enforcement service, whose separation from this department is six months or less, and who left this department in good standing are not considered newly sworn officers for the purpose of this Directive and may be reinstated without meeting the requirements of the field training and evaluation program.
- B. The new recruit Field Training and Evaluation Program is designed to be thirteen weeks in length for new police recruits.
  - 1. Orientation Week (week one) - the recruit will:
    - a. Observe the daily activities of Department specialty positions;
    - b. Attend specialized training on issued weapons, use of force, defensive tactics, accreditation, and computer training; and
    - c. Meet with Town Human Resources staff for information on benefits and personnel policies.
  - 2. Phase 1 (weeks two through four): the recruit is assigned to his/her primary Field Training Officer (FTO). The recruit will remain with the Primary FTO for three weeks.
  - 3. Phase 2 (weeks five through seven): the recruit is assigned to another FTO for three weeks.
  - 4. Phase 3 (weeks eight through ten): the recruit is assigned to a third FTO for three weeks.
  - 5. Phase 4 (weeks eleven through twelve): the recruit is reassigned to the Primary FTO for a two-week evaluation of the recruit. During this observation period the FTO will be in plain-clothes.

6. Final Evaluation (week thirteen): the recruit is observed and evaluated by his/her Sergeant and/or Platoon Leader for up to four days.
- C. Experienced police recruits will be assigned to a modified Field Training and Evaluation Program of one phase of at least four weeks. The Field Training Evaluation Manual contains information and schedules outlining when experienced recruits should switch Field Training Officers.
  - D. Field training may be extended for any police recruit if it is determined that the recruit is not ready for release from that phase. However, a recruit will not be extended for more than two weeks in any given phase without the permission of the Chief of Police. If the recruit is not able to successfully complete a phase at the end of any extension, the Field Training Officers, Field Training Coordinator, the Patrol Division Commander and the Operations Captain will meet and discuss the recruit's status. If the consensus is that the recruit is not able to complete the phase, a recommendation concerning the recruit's employment status will be made and forwarded to the Chief of Police.
  - E. After the successful completion of the Field Training and Evaluation Program, police recruits are eligible for full-duty release. If there is consensus among the Field Training Officers and the Field Training Coordinator that the recruit is ready for release, a *Full-Duty Release Form* (GPD form 330.2-E) will be completed and forwarded to the recruit's Sergeant and up through the Patrol Division chain-of-command.

#### **330.2.8 - Evaluation of the Field Training and Evaluation Program and Trainers**

- A. After a recruit has completed the FTEP, they will have an opportunity to evaluate both the FTEP and each FTO assigned to him/her.
- B. The recruit will complete an *FTO Program Critique* (GPD form 330.2-F). Information gathered on this form will be reviewed by the Field Training Coordinator and will be discussed with all FTOs to make necessary modifications needed to enhance the program and maintain its credibility.
- C. The recruit will also complete an *FTO Training Critique* (GPD form 330.2-G) for each of the Field Training Officers they work with. The FTO critiques will be used by the Field Training Coordinator to track both positive and negative behaviors of individual field training officers. Feedback will be discussed with the FTOs on an individual basis.