



# ROCKFORD POLICE DEPARTMENT

## GENERAL ORDER

**NUMBER:** 20.03

**TITLE:** Field Training Program and Evaluation Process

**SERIES NUMBER:** 20

**SERIES TITLE / SUBJECT:** Personnel Structure

**TOPICS/ REFERENCE:** Evaluation, Field Training Unit, FTO, Probationary Officers

**APPENDICIES:** None

**ORIGINAL EFFECTIVE / ISSUE DATE:** October 24, 2005

**DATE OF LAST REVISION:** May 01, 2013

**THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED**

**CALEA STANDARDS:** 33.4.3 - 35.1.3

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### Policy:

It is the policy of the Rockford Police Department to provide a comprehensive program that trains and evaluates each probationary officer based on tasks of the most frequent assignments handled by officers who have completed the Field Training Program. The process is designed to provide job-related evaluation of the probationer's performance by utilizing standardized and systematic approaches to job/task performance documentation. Specific documentation of performance serves as the primary criterion for the retention or termination of the probationary officer.

### Purpose:

The purpose of this General Order is to provide policies, procedures, and time lines concerning field training and the evaluation process utilized to measure probationary officer's performance. The Field Training Program and evaluation process is an extension of the recruit training process, combining on-the-job training with an objective performance assessment to insure the standards of a competent law enforcement officer are met. Field training also assesses the effectiveness of the candidate recruitment, testing, selection, basic academy training, and certification process.

Uniformity of the Field Training Program and evaluation process assists in bringing the probationer to a level of competence appropriate to certify an officer for solo patrol operations. This process also provides retraining and orientation to sworn personnel returning to patrol operations after extended absences or non-uniform patrol service assignments, as well as exposing Field Training Officers to basic leadership, training skills, and personal performance assessment.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

- I. FIELD TRAINING COMMANDER
- II. FIELD TRAINING OFFICER COORDINATOR
- III. SHIFT COMMANDER AND SHIFT SERGEANT RESPONSIBILITIES
- IV. FIELD TRAINING OFFICERS (FTO's)
- V. PHASES AND STEPS OF THE FIELD TRAINING PROGRAM
- VI. ASSIGNMENT OF PROBATIONERS
- VII. EVALUATION PROCESS
- VIII. EMPLOYMENT CONFIRMATION PROCESS
- IX. EMPLOYMENT STATUS PROCESS
- X. FIELD TRAINING AND EVALUATION DOCUMENTATION
- XI. EFFECTIVE DATE
- XII. REVIEWS, REVISIONS AND CANCELLATIONS

I. Field Training Commander:

- A. The Commander of the Office of Professional Standards, or designee, is the designated Field Training Commander. The Field Training Commander will be responsible for the overall administration of the Field Training Program and evaluation process.
- B. The Field Training Commander, or designee, will coordinate and present interim reports on probationer's development and status to the Chief of Police on a regularly scheduled basis. These reports will contain recommendations to retain, extend training, or terminate the probationer. Field Training Officers and patrol Sergeants will provide input for this report as needed.
- C. The Field Training Commander, or designee, will attend training sessions and Field Training Officer's meetings to assess information concerning probationer performance. The Field Training Commander will also evaluate the instructional techniques of the Field Training Officers (FTO's).

II. Field Training Officer Coordinator:

- A. The Field Training Officer Coordinator will be the Training Unit Supervisor.
- B. The Field Training Coordinator will be responsible for assisting the Field Training Commander with the general administration and evaluation of the Field Training Program and evaluation process.
- C. The Field Training Coordinator will monitor the development of FTO's and probationers during the Field Training Program and evaluation process. The Field Training Coordinator will assist FTO's in resolving performance deficiencies through training and coaching.
- D. The Field Training Coordinator will work with shift supervisors of probationers during the Field Training Program and evaluation process to determine and correct any training deficiencies, and recommend the extension of any step of a probationer's training if necessary.
- E. The Field Training Coordinator will maintain files relating to a probationer's progress in the Field Training Coordinator's office. These files will be available to supervisory and command officers as needed.

- F. The Field Training Coordinator will attend the training sessions and Field Training Officer meetings to provide and receive information concerning probationer performance and development.
- III. Shift Commander and Shift Sergeant Responsibilities:
- A. The Shift Commander assigned to the probationer under training will prepare an Officer's Report of a probationer's development during step four and five of Field Training, submitting the report to the Field Training Commander. The report should contain a recommendation to retain, extend training, or dismiss the probationer. All Field Training Officers and other Department members having direct supervision over the probationer, will be offered the opportunity to provide input to assist in this final Field Training evaluation report. The Field Training Coordinator will create a Field Training Team for each step consisting of the probationary officer, FTO and shift sergeant. This Training Team schedule will be given to each Shift Commander. In the even that either the shift sergeant or the FTO needs to be changed; the Shift Commander will notify the Field Training Commander and the Field Training Officer Coordinator.
  - B. The patrol shift sergeants will have the responsibility of supervising the training and evaluation of probationers assigned to their shift. The assigned shift sergeants will inform the Shift Commanders of the progress of probationers assigned to the shift.
  - C. The assigned shift sergeants will ensure the individual training and evaluation process is being properly presented. The shift sergeants will use the Daily Observation Report (D.O.R.), communications with FTO's, and personal observations of the probationer's performance to ensure the evaluation process is being properly presented. Shift Sergeants, in addition to the DOR's and FTO communication, will respond to calls with the probationer and their FTO during each 20-day evaluation period so that they may personally observe and evaluate the probationer for their Supervisor Summary Report.
  - D. The assigned shift sergeants are responsible for a weekly review of the probationer's file, located in the Shift Commander's office. The shift sergeants will ensure that Daily Observation Reports and bi-weekly Field Training evaluations are current and properly completed.
  - E. The assigned shift sergeants will complete a Supervisor Summary Report at the end of each step of a probationer's Field Training. The shift sergeant will also meet with each probationer and the assigned FTO's to review that report. The Supervisor Summary Report will be placed in the probationer's Daily Observation Report file after each review. A copy of the report will be forwarded to the Field Training Commander.
- IV. Field Training Officers (FTO's):
- A. An FTO has two primary roles to fulfill; that of police officer assuming full patrol responsibility and that of a trainer/assessor of probationers.
  - B. The FTO will be responsible for the training and evaluation of the probationer. Probationers will be assigned to FTO's by the Field Training Coordinator.
  - C. The FTO will be a sworn officer who has met all qualifications and has successfully completed the FTO selection process.

- D. All FTO's will receive formal FTO instruction prior to assuming probationer training and evaluation responsibilities, and re-training as necessary.
  - E. The selection process for FTO's, as set forth in the PB&PA Unit #6 Collective Bargaining Agreement is as follows:
    - 1. The Department will post notice of FTO openings.
    - 2. Interested officers will make written requests to the Field Training Commander.
    - 3. Minimum qualifications for FTO's will be:
      - a. Three (3) years employment as a sworn member of the Department.
      - b. Acceptable performance assessments and input from immediate supervisors with direct observation and knowledge of work habits and standards.
      - c. Acceptable personnel action file entries.
    - 4. The Chief of Police or designee will make the final selection of FTO's.
  - F. An FTO may be released from the Field Training Program and evaluation process when one or more of the following have taken place:
    - 1. At the direction of the Chief of Police.
    - 2. Upon the recommendation of the Field Training Commander.
    - 3. Upon the recommendation of the Field Training Coordinator.
    - 4. By removal of assignment from patrol duties.
    - 5. At the written request of the individual.
- V. Phases and Steps of The Field Training Program:
- A. The Field Training Program will be divided into two (2) PHASES and five (5) STEPS covering a probationary officers eighteen (18) month probation period.
  - B. PHASE ONE will be a minimum of 800 hours (80 working days) duration and includes Field Training Program and evaluation process STEP ONE through STEP FOUR.
    - 1. STEP ONE: Consists of a minimum of twenty (20) working days.
      - a. The first working day probationers will not be formally evaluated using the Daily Observation Report (D.O.R.), but the FTO will document the training.
      - b. A minimum of fifteen (15) working days will be worked in structured training and evaluation.
      - c. A working day is defined as a shift in which the probationer is assigned to an FTO and completes a minimum of 50% of the scheduled shift.
      - d. The Field Training Coordinator will ensure the minimum number of fifteen (15) training and evaluation days are completed.
    - 2. STEP TWO: Consists of a minimum of twenty (20) working days.
      - a. Training and evaluation will take place for the entire STEP TWO.
      - b. The Field Training Coordinator will ensure the minimum number of fifteen (15) training and evaluation days are completed.
    - 3. STEP THREE: Consists of a minimum of twenty (20) working days.
      - a. Training and evaluation will take place for the entire STEP THREE.

- b. The Field Training Coordinator will ensure the minimum number of fifteen (15) training and evaluation days are completed.
    4. STEP FOUR: Consists of a minimum of twenty (20) working days.
      - a. The probationer will assume primary contact officer responsibilities (100% of workload distribution).
      - b. The FTO and probationer will review previously trained topics as time permits during this period.
      - c. Probationers must successfully complete STEP FOUR responsibilities in order to advance to their PHASE TWO-STEP FIVE assignment.
  - C. PHASE TWO will be for the remainder of the probationers eighteen (18) month probation period.
    1. STEP FIVE: Consists of the following:
      - a. Probationers will be assigned to patrol shift operations and be assigned as a solo field patrol unit.
      - b. Probationers will be permitted to carry off-duty weapons in compliance with Department regulations (General Order 50.01-*Department Firearms and Ammunition*).
  - D. In the event a probationer's performance is not acceptable (not responding to training, deficient performance, etc.) at the close of any STEP, the following protocols will be initiated:
    1. The probationer's Field Training Program and evaluation process period may be extended upon the recommendation of the Field Training Commander and with the approval of the Chief of Police.
    2. All extensions of training will be administered using a performance improvement plan developed for the probationer by the Field Training Commander, Field Training Coordinator, Shift Commander, assigned shift sergeants, and the FTO (if still assigned to an FTO) during an extension of training meeting.
  - E. At any point a probationer consistently performing at an acceptable level and has satisfactorily accomplished all training tasks, the probationer may be moved to the next training STEP. The Field Training Commander will make this determination after:
    1. Reviewing all Field Training documentation to confirm that standards have been met.
    2. Ensuring that a minimum of twenty (20) working days of STEP FOUR protocols have been accomplished to certify the probationer for solo patrol duties, if moving the probationer into STEP FIVE.
- VI. Assignment of Probationers:
  - A. Probationers will be assigned to the Field Services Bureau
  - B. Probationers will not be permitted to carry a firearm during off-duty hours until they have been certified for solo patrol duties.
  - C. Probationers assigned to patrol will be placed in the Field Training Program and evaluation process under the direct supervision of a FTO and shift sergeant until the probationer is certified for solo patrol duties.

- D. The Field Training Commander will pre-determine assignment of probationers to individual FTO's with input from the Field Training Coordinator.
  - E. Changes in assignment due to probationers training needs, or when a FTO is unable to continue with assigned duties, may be made with the approval of the Field Training Commander.
  - F. Probationers will be assigned in such a way to provide rotation through at least two (2) of the three (3) permanent patrol shifts and varying patrol areas when possible.
  - G. The Field Training Commander may continue a probationer's field training assignment beyond the normal training period if the need for further training arises.
  - H. A patrol shift commander may change a FTO-Probationer schedule when unforeseen circumstances develop. Unforeseen circumstances include but are not limited to illness, injury, funeral leave, or other unscheduled time off. When the shift commander changes the schedule he/she shall notify the Field Training Commander and Field Training Coordinator of the changes within a reasonable period of time.
- VII. Evaluation Process:
- A. Daily Observation Reports (DOR).
    - 1. The DOR is completed daily by the FTO during each patrol shift.
    - 2. Each DOR will document both performance assessments and training time in detail.
  - B. Bi-weekly Evaluation Reports.
    - 1. The FTO will complete bi-weekly evaluation reports detailing the previous two weeks performance and training.
    - 2. Bi-weekly evaluation reports will contain assessment ratings, training, and self initiated field activity (SIFA) percentages totaled and/or averaged for the training period.
    - 3. At the end of the report the FTO will complete a narrative section summarizing the weeks activity and outlining training plans to correct any deficiencies.
  - C. Shift Sergeant Supervisor Summary Report.
    - 1. The assigned shift sergeant will complete a Supervisor Summary Report at the end of each Step 1 through 4 in Phase One and Step 5 in Phase Two.
    - 2. The assigned shift sergeant will conduct a meeting with each probationer and their assigned FTO and review each Supervisor Summary Report.
  - D. Shift Commander Reports.
    - 1. The Shift Commander will prepare an officer's report during the last week of STEP FOUR detailing the progress of the probationary officer. The report will include a recommendation for solo patrol, extension of training or dismissal.
    - 2. The Shift Commander will prepare an officer's report during the last week of STEP FIVE detailing the progress of the probationary officer. The report will include a recommendation for retention or dismissal of the probationary officer.

## VIII. Employment Confirmation Process:

- A. The performance of probationary officers will be monitored by the Field Training Commander, Field Training Coordinator, Shift Commander and assigned Shift Sergeant. Formal action will be taken with respect to:
  - 1. Advancement of probationers from Field Training STEPS ONE through FOUR to STEP FIVE (solo patrol status).
  - 2. Advancement of probationers from probationary status to permanent employment status.

## IX. Employment Status Process:

- A. Recommendation for termination may be initiated at any time during the probationary period when performance is not at an acceptable level.
- B. In the event the Field Training Commander recommends termination, the following will take place:
  - 1. The Field Training Commander with the approval of the Chief of Police will preside over an Employment Status Hearing. The Field Training Commander, Field Training Coordinator, Shift Commander and assigned Shift Sergeant will present reasons for the termination recommendation. The FTO and probationer will be present during the hearing and will be permitted the opportunity to respond to the Field Training Commander's recommendation.
  - 2. The Chief of Police or designee will make the decision in reference to the dismissal of the probationer after the Employment Status Hearing. If the Chief of Police concurs with the recommendation, the probationer will be administratively relieved of duty by the Field Training Commander and the Commander of the Administrative Services Bureau.
  - 3. The Chief of Police will immediately contact the Board of Fire and Police Commissioners and inform them of the recommendation. Final authority for dismissal rests with the Board of Fire and Police Commissioners.

## X. Field Training and Evaluation Documentation:

- A. The probationer's Field Training Program and evaluation process reports will be kept by the Field Training Officer Coordinator in a secure location.
- B. Field Training Program and evaluation process files of terminated employees consisting of the DOR's and the Probationary Officer's Manual will be secured and maintained by the Commander of the Administrative Services Bureau until such time as the statute of limitations for personnel action has expired as set forth by Illinois Law.
- C. The following documents related to the Field Training Program and evaluation process are available for inspection by supervisory and command personnel as appropriate.
  - 1. Daily Observation Report (D.O.R.).
  - 2. Bi-weekly Evaluation Report.
  - 3. STEP ONE through STEP FOUR Supervisory Summary Reports.
  - 4. STEP FIVE Supervisory Summary Report.
  - 5. Standard Assessment Guidelines.

- XI. Effective Date:
  - A. The Department's policy on the Field Training Program and Evaluation Process became effective on October 24, 2005.
  
- XII. Reviews, Revisions and Cancellations:
  - A. This General Order will be reviewed annually by the Supervisor of Training and Personnel Unit and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order 10.01 – *Written Directives*.
  - B. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Administrative Services Bureau.

BY ORDER OF

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Chet Epperson  
Chief of Police