



# POLICY & PROCEDURE

## STURGEON BAY POLICE DEPARTMENT

SUBJECT: **RECRUIT/FIELD TRAINING** NUMBER: 12.03

ISSUED: 06/23/2020

EFFECTIVE: 06/23/2020

RESCINDS

AMENDS

WILEAG 5<sup>TH</sup> EDITION

STANDARDS: 12.2.3, 12.2.4

SCOPE: All Sworn Personnel

DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

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INDEX AS: Field Training Program  
Recruit Training  
Remedial Training

PURPOSE: The purpose of this Policy & Procedure is to establish guidelines for the Sturgeon Bay Police Department for sworn recruit/field training programs.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. FIELD TRAINING PROGRAM – LAW ENFORCEMENT OFFICER
- III. REMEDIAL TRAINING
- IV. RECRUIT TRAINING

### I. POLICY

- A. It is the policy of the Sturgeon Bay Police Department to provide recruit training to all employees in order to promote efficiency and effectiveness; to establish and maintain standards of excellence in performance and service; and to achieve the maximum development of each employee's potential.

## II. FIELD TRAINING PROGRAM – LAW ENFORCEMENT OFFICER

### A. Objectives of the Field Training Program

1. Improving the overall applicant screening process. The Field Training Program and Evaluation are one phase of the Department's overall applicant screening process designed to facilitate on-the-job observations and performance assessment.
2. Establishing a probationary Police Officer appraisal system. The program is designed to provide valid, job-related post Basic Training Academy evaluation of probationary law enforcement officer's performance. The process uses a standardized and systematic approach to documenting probationary law enforcement officer performance.
3. Establishing a program review procedure. The program provides an appraisal system to measure the effectiveness of the Department's selection and training processes by allowing feedback to the appropriate departments regarding probationary law enforcement officer strengths and weaknesses.
4. Improving the probationary law enforcement officer training process. The program provides post Basic Academy training and on-the-job training to probationary law enforcement officers. Field Training Officers serve as role models for probationary officers in the development of the knowledge/skills/abilities needed to perform patrol duties and practical application of Police Academy materials.
5. Establishing improved in-service retraining program. The program provides a system to provide retraining and orientation to sworn officers returning to patrol from extended absences or assignments.
  - a) Sworn officers who have been absent from Patrol for 365 calendar days or more will be assigned to an FTO for a minimum 5-day period. This period may be extended up to 10 days at the discretion of the Chief of Police.
  - b) During the time such sworn officers are assigned with an FTO, they will not be subject to the formalized evaluations required of probationary officers in training. The FTO's function is to re-familiarize the officer with agency forms, updated policy/procedure/Policy & Procedures, and with the FTO Commander and/or training Section; and to ensure that the returning officer is provided with opportunities as are necessary to meet or re-qualify in skill areas such as CPR, firearms, and DAAT.

### B. Organization of the Field Training Program

1. Field Training Unit Coordinator

- a) The Field Training Coordinator shall be a supervisory level employee designated by the Chief of Police.
- b) The Field Training Coordinator shall be responsible for 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.
  - (i) The Coordinator shall monitor and evaluate the overall development of recruit officers during the probationary period for purposes of ascertaining any deficiencies and resolving them through training and retraining.
  - (ii) The Coordinator shall be responsible for planning, directing and evaluating field training assignments and any changes in such assignments or variations in the length of the assignments.
  - (iii) The Coordinator shall work closely with the Shift Supervisors of probationary officers during and after the 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.
  - (iv) The Coordinator shall facilitate the assembly of information relating to a probationary officer's progress to the appropriate/designated departmental command officers.
  - (v) The Coordinator shall conduct a comprehensive evaluation of each probationary officer monthly and prepare a statement of the probationary officer's development and submit the evaluation to the Chief of Police with a recommendation to retain, recycle (extend training), or dismiss the officer. All other department supervisors and Field Training personnel will be offered the opportunity to provide input to assist in the final probationary evaluation.
  - (vi) Whenever possible, the Field Training Coordinator should attend the various training sessions and Field Training Unit meetings to provide/receive first-hand information concerning a probationary officer's performance and to allow the opportunity to observe the performance problem solving techniques of the Field Training Officers.

## 2. Field Training Officer

- a) All Field Training Officers shall receive formal FTO training consistent with this program.
- b) The Field Training Officer shall be responsible for the training and evaluation of the probationary officers when assigned to them.

- c) The Field Training Officer shall be a sworn officer who has met all posted qualifications of the Department's Field Training and Evaluation Program. Minimum qualifications will be:
  - (i) 1 year of experience as a Sturgeon Bay Police Officer,
  - (ii) Positive evaluations,
  - (iii) Average to above average activity for the shift he/she works,
  - (iv) Strong officer safety skills and practices,
  - (v) Good one on one communications skills,
  - (vi) Positive attitude.
- d) The Field Training Officer has two primary roles to fulfill: that of a police officer assuming full patrol responsibility; and that of a trainer, coach, and evaluator of probationary officers.
- e) Field Training Officers may assist in the Department's background investigation for Police Officer candidates.
- f) The Field Training Officer may be released from field training and evaluation duties as follow:
  - (i) At the request of the individual concerned.
  - (ii) By removal of assignment for patrol duties.
  - (iii) At the direction of the Chief of Police.

### C. Assignment of Probationary Officers to Field Training

#### 1. Assignments

- a) Probationary officers shall be assigned to the Patrol Division unless otherwise ordered by the Chief of Police.
- b) Each probationary officer who is assigned to the Patrol Division shall be placed in a Field Training and Evaluation assignment under the supervision of a Field Training Coordinator and Field Training Officer, as defined in this order:
  - (i) The Field Training assignment shall be predetermined and will be varied only when a probationary officer needs remedial training.
  - (ii) The Field Training Unit Commander may continue the Field Training assignment of a probationary officer beyond the predetermined time if the need for further training and evaluation is apparent, with the approval of the Chief of Police.

- (iii) Probationary officers assigned to organizational units other than the Patrol Division shall not be assigned to FTOs.
- c) The Field Training and Evaluation Program shall be divided into the following phases and steps:
  - (i) Phase One – minimum two days of in-house orientation and training.
  - (ii) Phase Two – Steps One – Four.
    - (a) Step One – working days duration.
      - (1) For the first five working the probationary officer works with the Field Training Officer and is not formally evaluated (Daily Observation Reports).
      - (2) Minimum of fifteen working days for structured training and evaluation.
      - (3) “Working Day” is defined as: all training/evaluation days during which the probationary officer is assigned to an FTO and completes 50% of the scheduled shift.
    - (b) Step Two – twenty working days duration.
      - (1) Training and evaluation period.
    - (c) Step Three – twenty working days duration.
      - (1) Training and evaluation period.
      - (2) The FTO Coordinator will insure that any “missed” (non-certified days) are made up and that the minimum number of certified days of training and evaluation have been completed.
    - (d) Step Four – minimum ten working days duration.
      - (1) Training Officer in plain clothes and probationary officer in uniform.
      - (2) The probationary officer shall “certify” for a solo patrol assignment during this step.
  - (iii) Phase Three – Balance of the probationary employment period.
    - (a) Solo field patrol assignment of the probationary officer a minimum of 80% of the time assigned to patrol shift operations.
    - (b) Probationary Officer remains on probationary status; Field Training Coordinator completes the “Monthly Evaluation Report” process.

- (c) During the balance of the probationary patrol period, the probationary officer shall be periodically assigned to an FTO for performance review.

#### D. Extension of Training

1. The probationary officer's Field Training and Evaluation period may be extended upon the recommendation of the Field Training Commander, and with the approval of the Chief of Police.
2. Should a new officer's probationary period need to be extended for any reason, current labor agreements shall be followed.

#### E. Evaluation Process

##### 1. Daily Observation Report

- a) Completed by the Field Training Officer each patrol shift starting with the 41<sup>st</sup> working hour of Step One.

##### 2. Weekly Evaluation Report

- a) Completed by the designated Field Training Coordinator for each training and evaluation period, i.e., 40-hour period.

##### 3. Probationary Officer Self-Evaluation

- a) Completed by the probationary officer at the completion of Steps One, Two, Three, Four, and periodically during Step Five. This is a detailed estimate of the probationary officer's performance strengths and weaknesses.

##### 4. Evaluation of Field Training Officer and Program

- a) Shall be completed by the probationary officer at the end of each Step.
- b) Shall be conducted by the Field Training Commander and Coordinator at periodic intervals.

##### 5. Monthly Evaluation Report

- a) Shall be completed by the Field Training Coordinator with collaborative assistance from other Shift Supervisors.
  - (i) The monthly Evaluation Reports will be reviewed by the Field Training Coordinator and Commander and made available to the FTOs for review and discussion.
  - (ii) The monthly Evaluation Reports shall be placed in the "DOR" notebook after being reviewed and signed by the probationary officer.

- (iii) The Field Training Coordinator shall facilitate an evaluation of probationary officer's Steps One – Four performances and forward it to the Field Training Commander for review and submittal to the Chief of Police.

F. Employment Confirmation Board.

1. Shall consist of the following positions:
  - a) Chief of Police
  - b) Field Training Unit Coordinator
  - b) Patrol Sergeant
  - c) Field Training Officer
2. Board Action.
  - a) Required to advance recruit from Field Training to solo performance.
  - b) To recommend an extension of the probationary period.
  - c) Required advancing probationary officer from probationary to permanent status.
  - d) The Board shall select Field Training Officers.

G. Employment Status Process.

1. Any time during the probationary period a probationary officer is not performing at a satisfactory level, a recommendation for termination may be initiated.
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 through the chain of command to the Chief of Police with recommendation(s).
3. The Chief of Police will affect the administrative decision of the requested dismissal.
  - a) If the Chief of Police concurs with the recommendation, the probationary officer shall be administratively relieved of duty by the Field Training Commander and schedule an Employment Status Hearing within 72 hours of the notification.

- b) The Chief of Police shall preside over the Employment Status Hearing at which time the Field Training Commander and Coordinator shall present the reasons for the recommended termination; and the probationary officer shall be afforded an opportunity to respond to the Field Training Unit's Report of Recommendation.
- c) The Chief of Police shall make the final decision reference dismissal within 48 hours of the Employment Status Hearing.

#### H. Disposition of Field Training Evaluations

- 1. Upon completion of the Employment Status Board action, the probationary officer's Field Training and Evaluation Program reports will be filed as follow:
  - a) Department personnel file
    - (i) Employment Status Board Action Report
  - b) All other Field Training and Evaluation Program files
    - (i) Shall be maintained in the Departmental training files by officer name.
    - (ii) Field Training and Evaluation Program Files are confidential and shall be reviewed only by persons with "need to know", upon approval of the Chief of Police.

### III. REMEDIAL TRAINING

- A. Remedial training is defined as personalized training used to correct a specific deficiency; also refer to Policy & Procedure 12.02: Employee Training for further information.

### IV. RECRUIT TRAINING

- A. All sworn officers will satisfactorily complete the Wisconsin law enforcement officer recruit-training program or the Wisconsin Department of Justice, Training and Standards Bureau Reciprocity Examination prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest, except as part of a formal field training program.

Arleigh R. Porter  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.



Initial 06/23/2020