

## DEKALB POLICE DEPARTMENT

Subject: **Field Training and Evaluation Program**

Policy #: **201.3**

Effective Since: 8-21-03

Revision Effective: 1-1-19

Originally Issued As: General Order # 47 of 7-29-02

FTO Training Task: # 6

Reference Material:

ILEAP Standards Covered: TRN.01.01, 01.02

Page 1 of 9

**PURPOSE:** The DeKalb Police Department's Field Training and Evaluation Process is an extension of the law enforcement selection process combining on-the-job training with objective performance assessment to ensure that the professional standards of a competent law enforcement officer are met. The purpose of the Field Training and Evaluation Program is to improve the overall effectiveness and efficiency of law enforcement service delivery by:

1. **Improving the overall applicant screening process .**  
Field training and evaluation is a logical extension of the department's overall applicant screening process. It is designed to facilitate on-the-job observations and performance assessment as well as assess the relative effectiveness of the candidate recruitment, testing, selection, and basic training/certification process.
2. **Establishing a probationary officer appraisal process .**  
The process is designed to provide a valid, job-related, post-Basic Training Academy evaluation of the probationary officer's performance utilizing standardized and systematic approaches to job/task performance documentation. Specific documentation of performance serves as the sole criteria for the training program recommendation of retention or termination of the probationary officer.
3. **Improving the probationary officer training process .**  
The process provides on-the-job, post-Basic Training Academy instruction via Field Training Officers serving as mentors/role models for probationers to expedite the application of knowledge, skills, and abilities to the standards of the DeKalb Police Department and community expectations for quality law enforcement service delivery. The uniformity of the Field Training process assists in equipping the probationary officer to certify for solo patrol operations.
4. **Establishing career development opportunities within the department .**  
Field Training Officers gain valuable one-to-one supervisory experiences as well as knowledge that increases basic leadership, training skills, personnel assessment, and coaching techniques. The Field Training and Evaluation Process provides another career path of job enrichment responsibility within the department.
5. **Establishing an improved in-service retraining process.**  
Field Training and Evaluation provides a process to provide retraining and orientation to sworn personnel returning to Patrol operations after extended absences or non-uniform patrol service delivery assignments:
  - a. Sworn personnel who have been absent from Patrol for an extended period of time may be assigned to a FTO for a minimum four (4) day period. This may be required as ordered by the Patrol Commander or at the request of the officer.
  - b. During the time such sworn officers are assigned with an FTO they will not be subject to the evaluation process required of probationary officers in training. The FTO function is to familiarize the officer with updated policies, procedures, orders, reporting forms, and protocols, and in conjunction with the FTO Commander and/or Training Section, ensure that returning personnel meet all departmental qualifications in skill areas. All training tasks will be reviewed. Upon releasing the officer for solo patrol, the FTO assigned will complete a report stating the officer is capable of performing essential duties.
  - c. Sworn officers returning to Patrol from extended absences or assignments will receive such orientation and retraining as part of their regularly scheduled patrol duties. As such, officers will be assigned as part of a two-officer unit and can be utilized to handle any double car assignments at the discretion of the FTO.

**POLICY:** It is the policy of the department to utilize an organized, uniform and thorough Field Training Program to ensure new officers have the necessary knowledge, skills and abilities to perform the

## DEKALB POLICE DEPARTMENT

Subject: **Field Training and Evaluation Program**

Policy #: **201.3**

Effective Since: 8-21-03

Revision Effective: 1-1-19

Originally Issued As: General Order # 47 of 7-29-02

FTO Training Task: # 6

Reference Material:

ILEAP Standards Covered: TRN.01.01, 01.02

**Page 2 of 9**

essential elements of policing in a professional manner and in accordance to applicable laws, policies and procedures.

DEFINITIONS: ILETSB: Illinois Law Enforcement Training Standards Board

FTO: Field Training Officer

### PROCEDURE:

#### **I. Organization & Administration**

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

1. The Field Training Unit Commander shall be responsible for the overall administration of the Field Training and Evaluation Process.
2. The Field Training Unit Commander shall be the highest-ranking officer responsible for the daily operations of the uniformed Patrol Division (Patrol Commander), unless otherwise designated by the Chief of Police.
3. The Field Training Unit Commander shall coordinate, when appropriate, the preparation of a report of probationary officer development to date and submit it to the Chief of Police with a recommendation to retain, extend training, or terminate the probationary officer. Field Training Unit personnel and Patrol Sergeants will provide input in this report as required. The decision to extend training of the probationer will rest solely with the Chief of Police. The decision to recommend retention or termination of the probationer to the Fire and Police Board will rest solely with the Chief of Police.
4. The Field Training Unit Commander or his designee shall prepare and present reports of probationary officer development/status and presents it to Executive Command Staff Meetings on a regularly scheduled basis.
5. Whenever possible, the Field Training Commander should attend the various training sessions and Field Training Unit meetings to assess firsthand information concerning probationary officer performance and to evaluate the instructional techniques of the Field Training Officers. The Field Training Unit Commander shall formally request pertinent basic law enforcement training information from the Basic Training Academy and disseminate it to the FTO's.

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

1. The Field Training Commander will recommend a Patrol Sergeant to serve as the Field Training Unit Coordinator. The Chief of Police will then formally designate the selected Sergeant as the Field Training Unit Coordinator.
2. The Field Training 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 FTO's and supervisors monitoring of all probationary officers for the duration of their probationary employment period.
  - a. The Coordinator shall monitor and evaluate the overall development of probationary officers to identify and rectify deficient performance and assist in resolving them through training and coaching.

## DEKALB POLICE DEPARTMENT

Subject: **Field Training and Evaluation Program**

Policy #: **201.3**

Effective Since: 8-21-03

Revision Effective: 1-1-19

Originally Issued As: General Order # 47 of 7-29-02

FTO Training Task: # 6

Reference Material:

ILEAP Standards Covered: TRN.01.01, 01.02

**Page 3 of 9**

- 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 during and after the completion of Field Training and Evaluation assignments to determine and correct any training deficiencies and may recommend the extension of a Step of a probationary officer for additional training and coaching.
- d. The Coordinator shall facilitate the assembly and dissemination of information about a probationary officer's progress to the appropriate or designated agency supervisory and command officers.
- e. The Coordinator shall conduct a comprehensive evaluation of each probationer officer during the final month of the probationary employment period, prepare a statement of the probationary officer's development and submit it to the Field Training Unit Commander with a recommendation to retain, extend training, or dismiss the probationary officer. All department members having direct supervision and field training personnel will be offered the opportunity to provide input to assist in this final probationary report.
- f. When possible, the Field Training Coordinator should attend the various training sessions and Field Unit meetings to provide/receive first-hand information concerning probationary officer performance and to observe Field Training Officer problem-solving techniques.

### **C. Patrol Shift Sergeants**

1. The Patrol Shift Sergeant has the dual responsibility of shift supervisor and overseeing the training and evaluation of probationary officers assigned to the shift. The Patrol Shift Sergeant(s) shall inform the other shift supervisors and command personnel of the progress of probationers assigned to the shift. All Patrol Sergeants shall receive training in the supervision of the field training process.
2. The Patrol Shift Sergeant must ensure that the training and evaluation process is properly administered. Various sources of information should be utilized to achieve these goals including but not limited to Daily Observation Reports, oral communications with the Field Training Officers, and personal observations of the probationary officer's performance to assist in the summary of weekly progress.
3. The Patrol Shift Sergeant is also responsible for the weekly review of the Probationary Officer Manual to determine if it is current and properly completed and to assist in corrective action as needed.
4. The Patrol Sergeant shall meet with the Probationer and assigned FTO to execute the Weekly Summary Report. The completed Weekly Summary Report shall be placed in the Probationer's DOR notebook.

### **D. Field Training Officer s**

1. **Minimum qualifications for Field Training Officers :**
  1. Two years employment as a sworn member of the DeKalb Police Department of which the six months prior to the FTO application date was served in uniform patrol service.
  2. Willingness to make a two-year assignment commitment to the Field Training Unit.

## DEKALB POLICE DEPARTMENT

Subject: **Field Training and Evaluation Program**

Policy #: **201.3**

Effective Since: 8-21-03

Revision Effective: 1-1-19

Originally Issued As: General Order # 47 of 7-29-02

FTO Training Task: # 6

Reference Material:

ILEAP Standards Covered: TRN.01.01, 01.02

**Page 4 of 9**

3. Acceptable performance assessments and input from current and immediate supervisors (those with direct observation and knowledge of work habits, standards, etc.)
  4. Acceptable personnel file entries (e.g. complaints, civil litigation filings, disciplinary actions)
  2. **Selection Process of Field Training Officers :**
    - a. The Police Department shall post notice of Field Training Officer Openings.
    - b. Written application shall be made to the Field Training Commander.
    - c. The Field Training Commander and designated panel members will conduct an interview of the applicants.
    - d. Upon review of the applicant's work history, application and interview, the strongest candidates shall be selected by the Field Training Commander and confirmed by the Chief of Police.
- [ILEAP TRN.01.02(b)]
3. All Field Training Officers shall receive formal FTO instruction prior to assuming probationary officer training and coaching responsibilities. [ILEAP TRN.01.02(d)]
  4. The Field Training Officer has two primary roles to fulfill: that of police officer assuming full patrol responsibility and that of a trainer and assessor of the probationary officer.
  5. The Field Training Officer shall be responsible for the training and evaluation of the probationary officer when assigned to them, as directed by the Field Training Unit command staff.
  6. Field Training Officers shall be supervised by the shift supervisor, Field Training Coordinator, and Field Training Commander. [ILEAP TRN.01.02(c)]
  7. Whenever possible, field training officers shall perform recruit training on a rotating basis to prevent fatigue and burnout in the position. [ILEAP TRN.01.02(e)]
  8. Field training officers shall follow the curriculum, training methods, guidelines, and recruit evaluation methods designated in the department's official field training program. [ILEAP TRN.01.02(f)]
  9. Field training officers are responsible for correctly and promptly completing the reporting and documentation of training provided to recruits as established in the field training program procedures outlined in this policy and the training curriculum. [ILEAP TRN.01.02(g)]
  10. Field Training Officers may, at the discretion of the Chief, assist in the interviews of law enforcement candidates and applicant background investigations.
  11. The Field Training Officer may be released from field training and evaluation duties as follows:
    - a. At the request of the individual and approval by the Field Training Commander.
    - b. By removal of assignment from Patrol operations.
    - c. Upon recommendation of the Field Training Commander due to unacceptable work performance.
    - d. At the direction of the Chief of Police.

## II. **Assignment of Probationary Officers**

- A. All newly-sworn officers must successfully complete a recruit training program authorized and approved by the ILESTB prior to any routine 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. [ILEAP TRN.01.01]
- B. The recruit training program shall include:
  1. A curriculum based on the tasks of the most frequent assignments of officers who complete recruit training. [ILEAP TRN.01.01(a)]

## **Policy 201.3**

DEKALB POLICE DEPARTMENT

Subject: **Field Training and Evaluation Program**

Policy #: **201.3**

Effective Since: 8-21-03

Revision Effective: 1-1-19

Originally Issued As: General Order # 47 of 7-29-02

FTO Training Task: # 6

Reference Material:

ILEAP Standards Covered: TRN.01.01, 01.02

Page 5 of 9

2. Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities. [ILEAP TRN.01.01(b)]
  3. Compliance with state training mandates for police officers. [ILEAP TRN.01.01(c)]
  4. Any applicable legal requirements relevant to the performance of duties. [ILEAP TRN.01.01(d)]
- C. Probationary officers shall be assigned to the uniformed Patrol Division.
- D. **Except for sworn lateral hires with prior law enforcement experience, probationary officers shall not be permitted to carry a firearm during off-duty hours until the probationary officer has certified for Solo Patrol (advancement to Step V). All probationary officers shall wear civilian attire to and from the workplace until certified for solo patrol.**
- E. Probationary officers assigned to the Patrol Division shall be placed in a Field Training and Evaluation assignment under the supervision of a Shift Sergeant and Field Training Officer as defined in this policy.
1. Field training will be accordance with ILETSB standards at a minimum. [ILEAP TRN.01.02(a)]
  2. The field training assignment shall be predetermined and will be varied only when a probationary officer requires retraining, the assigned FTO is unavailable, or to better facilitate operations of the department.
  3. The Field Training Unit Commander may continue the field training assignment of a probationary officer beyond the predetermined time period for the current Step should the need for further training and evaluation be apparent, with approval of the Chief of Police.
- F. The Field Training and Evaluation Process shall be divided into the following Phases and Steps; for purposes of this section, a working day is a typical 10-hour patrol shift, where the probationer works 50% or more of that working day:
1. **Phase One** - minimum of four (4) working days of administrative processing and agency orientation, training, and proficiency testing and evaluation, with certification in the following areas:
    - a. Use of Force Policy and demonstration of comprehension certification.
    - b. Operation of Police Motor Vehicles and Emergency Equipment and driving skills certification.
    - c. Arrest Policy and demonstration of mechanics of custodial arrest procedures.
    - d. Orientation to Field Training including issuance of Probationary Manual and review of all responsibilities and requirements for continued employment status. The receipt of issuance is to be signed.
  2. **Phase Two** - Field Training and Evaluation Process, Steps One through Four
    - a. **Step One** is a minimum of sixteen (16) working days duration.
      1. For the first working day, probationary officers are not formally evaluated using the Daily Observation Report (DOR.) During this Non-Evaluation Day (NED) the FTO shall document training/coaching.
      2. Minimum of fifteen (15) working days for structured training and evaluation.
      3. The FTO Coordinator will ensure that the minimum numbers of certified days of training and evaluation have been completed.

DEKALB POLICE DEPARTMENT

Subject: **Field Training and Evaluation Program**

Policy #: **201.3**

Effective Since: 8-21-03

Revision Effective: 1-1-19

Originally Issued As: General Order # 47 of 7-29-02

FTO Training Task: # 6

Reference Material:

ILEAP Standards Covered: TRN.01.01, 01.02

Page 6 of 9

4. In the event that the probationary officer's performance is not acceptable (Not Responding to Training - Deficient Performance) at the close of any Step, the following protocols shall be affected:
  - a. The probationary officer's Field Training and Evaluation period may be extended upon the recommendation of the Field Training Commander with the approval of the Chief of Police and/or designee.
  - b. All extensions of training shall be administered with a formal Performance Improvement Plan collaboratively executed by the probationary officer, Field Training Officer(s), Shift Sergeant, and/or Field Training Coordinator during an Extension of Training meeting.
- b. **Step Two** is a minimum of sixteen (16) working days duration.
  - a. Training and evaluation period for the entire Step.
  - b. The Field Training Coordinator will ensure that the minimum number of certified days of training and evaluation have been completed.
- c. **Step Three** is a minimum of sixteen (16) working days duration.
  - a. Training and evaluation period for the entire Step.
  - b. The Field Training Coordinator will ensure that the minimum numbers of certified days of training and evaluation have been completed.
- d. **Step Four** is a minimum of eight (8) working days duration.
  - a. During this step, the FTO or supervising Sergeant may elect to wear soft clothes.
  - b. The FTO or supervising Sergeant shall review previously trained topics with the probationary officer as time permits during this period.
  - c. The probationary officer shall complete the balance of Step Four as the primary contact officer, with 100% of the workload distribution.
  - d. Probationary officers must successfully complete (certify) the Step Four solo patrol responsibilities in order to advance to the Step Five assignment.

**NOTE: Early-release options for lateral hires with prior police experience** : In the event that the probationary officer is consistently performing at an acceptable level and has satisfactorily accomplished all formal training tasks for a step, the Field Training Commander shall:

1. Review all Field Training documentation to confirm that the Standards of said step have been met, and;
2. Upon review and approval of the Chief of Police, allow the Probationer to proceed to the next step;
3. Steps will not typically be shortened by more than four working days (one week) each, at the discretion of the Field Training Commander.

3. **Phase III - Step Five** - The balance of the probationary period.

- a. Probationary officer shall be assigned/deployed to solo field patrol assignments a minimum of 80% of the time while assigned to patrol shift operations during Step Five.
- b. Probationary officer remains on probationary status; the primary Shift Sergeant should regularly meet with the Probationer to review performance or any areas that need improvement.
- c. Probationary officers may be assigned by the primary Sergeant for a checkout ride with an FTO once per month, or more often if deemed necessary.
- d. Probationary officers shall be permitted to carry a weapon of concealment while off-duty during the balance of the probationary employment period upon successful completion of all agency requirements including:
  1. Inspection, approval and certification of the off-duty weapon and ammunition by a department Range Officer. The probationary officer's off-duty weapon shall be

## DEKALB POLICE DEPARTMENT

Subject: **Field Training and Evaluation Program**

Policy #: **201.3**

Effective Since: 8-21-03

Revision Effective: 1-1-19

Originally Issued As: General Order # 47 of 7-29-02

FTO Training Task: # 6

Reference Material:

ILEAP Standards Covered: TRN.01.01, 01.02

**Page 7 of 9**

carried in a holster that provides safety and security comparable to the issue/approved uniform duty holster; the holster and ammunition carrier shall be inspected/approved by a department Range Officer.

2. Demonstration and certification of safe handling and maintenance of the approved weapon by a department Range Officer.
3. Proficiency qualification with the off-duty weapon on the department's combat course of fire as well as proficiency in responding to realistic off-duty activation scenarios (close combat, low light without flashlight, and full light.)
4. In-service orientation regarding off-duty activation status decision-making as well as tactical safety protocol issues including, but not limited to: identification and assessment of threatening target(s), determination of threat validity, verbal identification/challenge (issuance of clear/audible directions), use of concealment, unavailability of radio or back-up officer, and reaction to secondary adversaries.
- e. Probationary officers shall be permitted to wear the authorized department uniform to and from the workplace once certified for Solo Patrol.
- f. Probationary officers shall be allowed to work off-duty jobs as allowed by the Chief of Police.

### **III. Evaluation Process**

- A. **Daily Observation Report (D OR):** Completed only by certified Field Training Officers during each patrol shift (Note: The FTO will only document training and coaching when Non-Evaluation Day protocols are in effect.)
- B. **Weekly Summary Reports (WSR) :**
  1. Completed by the FTO and reviewed by the designated Shift Sergeant for each weekly training and evaluation period (i.e., 40-hour period.)
  2. The Field Training Officer shall ensure that the probationary officer has completed the Weekly Summary Report entries of the following information from the Daily Observation Report:
    - a. Performance Assessment Averages for each category for each duty day. Any NRT/Deficient performance entry shall be highlighted.
    - b. Total Amount of Training Time per category for each duty day.
- C. **Summary Reports :** The Weekly Summary Reports are reviewed by the Shift Sergeant. The Shift Sergeant will provide updates as requested to the Field Training Coordinator and Patrol Commander. At the end of each Step, the FTO will complete a memo either recommending the advancement to the next Step, or an extension of training due to deficient performance. The Field Training Coordinator shall facilitate an evaluation of the probationary officer's performance at the conclusion of each Step and forward same to the Field Training Commander for review and submittal to the Chief of Police.
- D. Probationary employees are not subject to the ordinary performance evaluation system as described Policy 203.1, Performance Evaluations. [ILEAP PER.05.01(c)]

### **IV. Employment Confirmation Process**

- A. The Field Training Unit/Patrol Sergeants and Command Staff of the department shall closely monitor the performance of probationary officers. Formal documentation shall be made with respect to the following activities:
  1. Recommendation of an extension of the probationary employment period.

## **Policy 201.3**

## DEKALB POLICE DEPARTMENT

Subject: **Field Training and Evaluation Program**

Policy #: **201.3**

Effective Since: 8-21-03

Revision Effective: 1-1-19

Originally Issued As: General Order # 47 of 7-29-02

FTO Training Task: # 6

Reference Material:

ILEAP Standards Covered: TRN.01.01, 01.02

**Page 8 of 9**

2. Advancement of probationers from Field Training Stage (Steps One to Four) to solo performance, Step Five.
3. Advancement of probationary officer from probationary status to permanent employment status.

### **V. Employment Status Process**

- A. A recommendation for termination may be initiated at any time during the probationary period when performance remains at an unacceptable level.
- B. Memorandums and recommendations for termination are to be forwarded to the Field Training Commander.
  1. The Field Training Commander shall gather all memorandums and ensure that all supporting data are attached.
  2. The Field Training Commander will prepare a detailed Field Training Unit report of employment status recommendation for the Chief of Police.
- C. The Chief of Police will execute the final recommendation to the appropriate office regarding the probationary officer's employment status (retain, confirm non-probationary employment status, or termination). In the event that the Field Training Unit recommends termination, the following protocols shall be affected:
  1. If the Chief of Police concurs with the recommendation, the probationary officer shall be administratively relieved of duty by the Field Training Commander or designee and scheduled for an Employment Status Review. During this period the Probationer shall remain on administrative leave with full salary.
  2. The Chief of Police or designee shall preside over the Employment Status Review at which time the Field Training Commander and Coordinator shall present the reasons for the termination recommendation. The probationary officer shall be present during the Review and will be afforded an opportunity to respond to the Field Training Unit's Report of Recommendation.
  3. The Chief of Police or designee shall make the final recommendation regarding dismissal within twenty-four (24) hours of the Employment Status Review. Human Resources may elect to review the recommendation and supporting documents.

### **VI. Field Training and Evaluation Documentation**

- A. Upon successful completion of the training program, the probationary officer's Field Training and Evaluation reports will be filed as follows:
  1. Employment Status Report shall be kept in the Probationer's personnel file.
  2. All other Field Training and Evaluation files:
    - a. Shall be maintained in the departmental training files organized by officer name. Training documentation (Task Sheets) shall be removed from the probationary officer's Manual and placed in the employee's agency training file.
    - b. Field Training and Evaluation files are confidential and shall be reviewed only by persons with a need to know upon approval of the Chief of Police.
- B. Field Training and Evaluation files of terminated employees consisting of the original copy of Daily Observation Reports and the probationary officer's training manual shall be sealed/secured and maintained until such time as the statute of limitations for personnel action has expired, which is typically five years as determined by the State Local Records Commission.



DEKALB POLICE DEPARTMENT

Subject: **Field Training and Evaluation Program**

Policy #: **201.3**

Effective Since: 8-21-03

Revision Effective: 1-1-19

Originally Issued As: General Order # 47 of 7-29-02

FTO Training Task: # 6

Reference Material:

ILEAP Standards Covered: TRN.01.01, 01.02

**Page 9 of 9**

**Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.**

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.