

**East Lansing Police Department
Policy & Procedure**

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| Subject: Field Training Program | ELPD Policy #: 100-18 |
| Effective Date: March 1, 2022 Revised Date: | Distribution: Departmental |
| MACP Accreditation Standard : 1.9.3 | MACP Standard: Field Training |

I. PURPOSE

The purpose of this policy is to establish formal, written guidelines for the East Lansing Police Department's Field Training and Evaluation program.

II. POLICY

The Department recognizes that its employees are its most valuable asset. As such, they provide the foundation for accomplishing the Department's goal of working with the community to provide a safe and satisfying environment for the citizens of the community.

The Field Training Program is an extension of the Department's selection and screening process. Experienced police officers serve as trainers and evaluators of the probationary officer to ensure their readiness for service with the Department. The Field Training Program provides a comprehensive and standardized in-the-field training process targeted at the success of each probationary officer. The Field Training Program is also intended to protect the integrity and effectiveness of the Department by screening out those probationary officers not well suited to a career with the East Lansing Police Department.

III. PROCEDURE

ADMINISTRATIVE CONTROL

A. The planning and development of the Field Training and Evaluation Program is the responsibility of a Unit Commander designee appointed by the Chief of Police. [1.9.3b]

B. The Unit Commander will maintain all records relating to the training program and trainees. These files will be maintained in strict confidence. Only active members of the field training unit, as outlined in the Field Training Manuals will be granted permission to open and view the files.

C. Upon trainee completion of the Field Training Program, all records shall become part of the employee's permanent department personnel file.

D. The implementation and supervision of the program shall be the responsibility of the patrol division and the program shall adhere to the provisions of all departmental rules and regulations.

III. TRAINING OFFICER SELECTION [1.9.3a]

A. When there is an opening for an FTO position, a notice will be posted. All applicants must submit a formal letter of intent. Applicants must meet the following requirements to be considered:

1. Three (3) years of continuous service with the East Lansing Police Department.
2. A commitment to the training and development of new officers.
3. A willingness to work overtime to accomplish training and evaluation duties when necessary.
4. A willingness to work different shifts during a phase of training.
6. Other considerations will include: a work history which indicates above average initiative, dependability and self-motivation, an ability to effectively communicate verbally as an instructor, and an ability to write clearly and effectively.

IV. FIELD TRAINING SUPERVISORS AND OFFICERS

A. Upon being selected to the Field Training Officer Program, the FTO shall attend a state certified Field Training Officer school and shall, upon return, undergo continued in-service training. [1.9.3d]

B. The Field Training Unit Commander and the shift Sergeant are responsible for the supervision of FTO working on a shift.

C. The FTO is responsible for the supervision, training and evaluation of trainees as outlined in the FTO Evaluation Program Manual.

V. FTO EVALUATION PROGRAM MANUAL

A. A complete description of the field training program, evaluation criteria, and forms used are specifically outlined in the Field Training Manual. [1.9.3,f,g]

B. The manual contains a list of performance tasks and standards to aid the Training Officer in the evaluation of the trainee. The manual clearly establishes the standards that must be met for the trainee to successfully complete the program.

VI. PROGRAM STRUCTURE

ASSIGNMENT TO THE PROGRAM:

1. All probationary officers shall be assigned to the Uniform Division, unless otherwise ordered by the Chief of Police.
2. Each probationary officer assigned to the Uniform Division shall be placed in a field training and evaluation assignment, under the supervision of an F.T.O. and a Field Training Unit Commander.
3. Probationary employees assigned to organizational units other than the patrol division will, not initially, be assigned an F.T.O. However, all new officers, regardless of previous law enforcement experience, shall complete the entire field training and evaluation program before going off from probationary status.
4. The Unit Commander may recommend continuing the field training assignment for a probationary officer beyond the predetermined time. This will not be done without the approval of the Chief of Police.

B. PROGRAM STEPS:

The field training and evaluation program shall be divided into three steps for a total of not less than fifty (50) training days (1.9.3. c). Probationary officers are credited with a training day, only when a DOR is completed by an assigned F.T.O. When a probationary officer and an F.T.O. are assigned together during the first three steps of the training program, they shall be considered a one-person unit for the purposes of staffing and patrol functions.

1. Orientation- Up to Ten (10) working days. Structured training and evaluation with the first F.T.O. Included in this step will be several days of orientation prior to the start of the formal evaluation period.
2. Step One: Twenty (20) training days. Structured training and evaluation. The officer is given responsibility for the workload and performance while performing the workload as a senior officer.
3. Step Two: Twenty (20) training days. Structured training and evaluation. The probationary officer is placed on a different shift (1.9.3.e). The officer is given responsibility for the workload and performance while completing the workload as a senior officer.
4. Shadow Phase/ Step Three: Ten (10) training days. The probationary officer is expected to perform 100% of the workload. The probationary officer may take up to five review training days at the beginning of this step, where the probationary officer will be in a training review period with the F.T.O. in uniform. Ten (10) training days will be the "Shadow Phase." The F.T.O. is dressed in plain clothes and observes and evaluates field performance. Immediate field action is taken by

the F.T.O. only in the interests of safety for officers and/or citizens or when a police action would otherwise be jeopardized. The formal field training program is completed after the successful conclusion of this step.

C. BALANCE OF PROBATIONARY PERIOD:

1. The probationary officer will be evaluated monthly by a Field Training Sergeant for the remainder of his/her probationary period.
2. If scheduling permits, the probationary officer will be assigned to work with either an F.T.O. or a Field Training Sergeant at least one day per month. There will be no formal evaluation completed during this "Check Out Ride" (COR).

D. EXTENSIONS OF TRAINING AND EVALUATION:

1. During the course of training, probationary officers will be required to perform and be evaluated in real life situations. Probationers will also be required to perform and be evaluated in planned scenarios and additional training given by a FTO and other members of the department.
2. Decisions to extend a probationary officer's training and evaluation period are made by the Field Training and Evaluation Cadre with the approval of the F.T.O. Commander and Chief of Police.
3. Decisions to extend a probationary officer's training and evaluation period shall be based on performance and/or knowledge documented in the DORs and Supervisor's weekly evaluations. Training extensions shall be for a ten-day working period, unless extenuating circumstances exist.
4. Performance Improvement Plan (PIP):
 - a. If a probationary officer's training and evaluation period is extended, a Performance Improvement Plan shall be developed and carefully reviewed with the officer. The PIP will describe the specific course of action to improve performance. The PIP shall state what will be done, who is responsible for doing it, and when is it to be completed.
 - b. The Field Training Coordinator shall give the probationary employee the reasons for the extension in writing. The probationary employee will also be advised of the sanctions for unsuccessful completion of the PIP.

E. DISCHARGE PROCESS:

A recommendation to discharge a probationary officer, from the field training program may be initiated at any time during the program if his/her performance is unsatisfactory. The following process will be followed for all discharge recommendations:

1. All DORs, Supervisor's weekly evaluations, PIPs and other written documentation of the probationary officer's performance shall be compiled for review by the Field Training Coordinator.
2. A Field Training Supervisor shall prepare a detailed report describing the probationary officer's performance and deficiencies. The reasons for the discharge recommendation will be specifically indicated in this report.
3. The Field Training and Evaluation Cadre shall review the discharge recommendation report at a special meeting. If the Cadre concurs with the recommendation, the report shall be forwarded to the Field Training Unit Commander. Upon the approval of the Chief of Police, the Commander will initiate the established department dismissal procedures.
4. Upon initiation of dismissal procedures, the probationary employee shall be placed on a suspension, pending action by the Chief of Police.

IV. CANCELLATIONS

Authorized By:



Kim Johnson, Chief of Police