

**POLICY
436**

**EFFECTIVE
DATE
7-06-15**

**Eugene
Police Department**



Field Training and Evaluation Program

436.1 PURPOSE AND SCOPE

The Field Training and Evaluation Program (FTEP) is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Eugene Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training and Evaluation Program. The program complies with DPSST training requirements and is designed to prepare the new officer to perform in a patrol assignment possessing all skills needed to operate in a safe, productive and professional manner.

436.2 FIELD TRAINING OFFICER SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of teaching, coaching, and mentoring entry level and lateral police officers in the application of their previously acquired knowledge and skills.

436.2.1 SELECTION PROCESS

FTO's will be selected based on the criteria listed in *Policy 1015 – Special Teams, Ad-hoc & AIC Assignments*.

A selection process may consist of any or all of the following components:

- a. Memorandums of interest forwarded through the chain of command
- b. An oral interview
- c. A written exercise
- d. Performance review (experience, performance and training)
- e. Scenario-based exercises

436.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a DPSST approved Field Training Officer's Course prior to being assigned as an FTO.

All FTO's must complete a Field Training Officer update course every three years while assigned to the position of FTO.

436.3 FIELD TRAINING AND EVALUATION PROGRAM SUPERVISOR

The FTEP supervisor will be selected from the rank of Sergeant by a process as determined by the FTEP Program Manager (supervising Lieutenant).

The responsibilities of the FTEP supervisor include the following:

- a. Assignment of trainees to FTOs.
- b. Conducting FTO meetings.
- c. Maintain and ensure FTO/Trainee performance evaluations are completed.
- d. Maintain, update and issue the Field Training Manual to each trainee.
- e. Monitor individual FTO performance.
- f. Monitor overall FTEP Program.
- g. Participate as a voting member in the Probationary Review Board.
- h. Maintain liaison with FTO Coordinators of other agencies.
- i. Maintain liaison with academy staff on recruit performance during the academy.
- j. Develop ongoing training for FTOs.

436.4 RECRUIT OFFICER DEFINED

Any entry level or lateral police officer newly appointed to the Eugene Police Department who has successfully completed a DPSST approved Basic Academy, but who has not yet completed his or her contractually mandated Probationary Period.

436.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program, consisting of no more than 20 weeks, broken into four phases.

The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of eight weeks broken into at least 2 phases.

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program.

The Department recognizes the importance of modeled behavior by FTO's to Recruit Officers, so to the extent that time prior to a State Police Academy at DPSST is available, the FTEP Supervisor will assign Recruit Officers to a "Zero" Phase. In this phase the Recruit Officer will

spend most of the phase watching and observing police work done properly by the FTO. FTO's will ensure the following:

- a. Recruit Officers are not conducting police tasks that exceed their ability and training.
- b. Recruit Officers in "Zero Phase" are never to be left alone.
- c. A **weekly** DOR is conducted with the Recruit Officer and that it assigns no scores to the rating category, but simply documents training and experiences that the recruit has been exposed to by observation or conduct.

436.5.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of the Recruit Officer's Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Eugene Police Department. The officer shall become knowledgeable of the subject matter as outlined. The Recruit Officer shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations enacted by the Eugene Police Department.

436.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

436.6.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

- a. Complete and submit a written evaluation on the performance of his/her assigned trainee to the FTO program supervisor on a daily basis.
- b. Review the Daily Observation Report (DORs) with the trainee each day.
- c. Complete a detailed end-of-phase performance evaluation on his/her assigned trainee at the end of each phase of training.
- d. Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.
- e. Participate in on-going FTO training sessions and classes as provided by the Department.

436.6.2 IMMEDIATE SUPERVISOR

The immediate supervisor shall review and approve the Daily Observation Reports and forward them to the Field Training Sergeant through their Watch Commander. If supervising a probationary employee graduated from the FTEP Program he or she will prepare a bi-weekly supervisor's evaluation and forward it directly to the FTEP Program Manager.

436.6.3 FIELD TRAINING SUPERVISOR

The Field Training Supervisor will review and approve the Daily Observation Reports submitted by the FTO through the FTO's chain of command, and forward them to the Field Training Program Manager for review and placement into the Recruit Officer's training file.

436.6.4 TRAINEES

At the completion of all phases in the Field Training and Evaluation Program, the trainee shall submit a confidential performance evaluation on each of their FTO's and on the Field Training and Evaluation Program. The form's sole use will be to make improvements and/or amendments to the Field Training and Evaluation Program.

436.7 DOCUMENTATION

All documentation of the Field Training and Evaluation Program will be retained in the officer's training files. It will be used as an evaluation tool to monitor progress and in determining a Recruit Officer's fitness and ability to operate independently as a Police Officer, and in determining if a probationary employee will be retained by the Department. FTEP documentation will consist of the following:

- a. Daily Observation Reports
- b. End of phase evaluations
- c. Supervisor's bi-weekly evaluations
- d. The completed Field Training Manual
- e. A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training