

CITY OF ALABASTER ALABASTER POLICE DEPARTMENT

POLICY AND PROCEDURE

Field Training Evaluation Program

Amended: April 12, 2023

16. 1. Purpose: The purpose of this policy is to provide Officers in Training (OIT) with a uniform training program that offers a firm foundation in the job required of them.

16. 1.1 A. Definitions:

- 1) Field Training Officer (FTO): An experienced, dedicated, and knowledgeable patrol officer that possesses leadership skills and teaching ability entrusted to train newly hired officers, officers that have returned to patrol from a specialized assignment, and officers required to receive remedial training.
- 2) FTO Coordinator: The individual designated by the Chief of Police or his designee to be responsible for the administration of the Field Training Evaluation Program, usually the department Training Officer.
- 3) Officer in Training (OIT): Any patrol officer assigned to the Field Training Evaluation Program as a newly hired officer, an officer that has returned to patrol from a specialized assignment, or an officer required to receive remedial training.
- 4) Field Training Evaluation Program (FTEP): The program outlined in the New Officer Training Manual ensures that entry-level officers are properly trained and equipped, both mentally and physically, to perform the role of a patrolman with the Alabaster Police Department.
- 5) Accelerated Field Training Evaluation Program: A modified version of the FTEP to accommodate experienced officers making the transition from a similar outside agency to the Alabaster Police Department.
- 6) FTO Manual: The collection of documents, guidelines, evaluations, and rules approved by the Chief of Police established to guide and measure the success of the OIT.
- 7) Daily Observation Report (DOR): A daily checklist completed by the FTO that evaluates the day-to-day performance of the OIT.
- 8) Officer Skills Mastery Checklist: A guided weekly schedule and checklist designed to ensure that training goals in various skills, laws, policies, and procedures are met, and

individual important topics are covered during the program.

9) FTEP Day: One full day that the OIT works alongside the FTO for the purpose of training and evaluation under the program, which shall be documented on a DOR.

10) FTEP Week: One week that the OIT works alongside the FTO for the purpose of training and evaluation under the program, which shall be documented on a skills mastery checklist.

16. 1.2 B. Program Objectives:

- 1) To establish and provide a standardized format of training for entry-level officers.
- 2) To aide in the development of entry-level officers into well-rounded and capable patrol officers.
- 3) To provide remedial training to correct deficiencies in areas where individual officers are underperforming.
- 4) To provide a rating system that is fair, objective, and standardized to create a systematic approach to evaluate and document the performance of an OIT.
- 5) To provide recommendations to the Chief of Police or his or her designee regarding the performance of an OIT.
- 6) To identify and disqualify OITs who do not meet the high standards required of law enforcement officers of this agency.

16. 1.3 C. Program Length:

1) The FTEP is a sixteen-week program, during which OITs must learn and demonstrate proficiency in all areas of law enforcement. OITs with no prior police experience must complete a minimum of sixteen weeks of training and evaluation prior to being released from the FTEP, but the training period may be extended through remedial training based on the needs and / or deficiencies of the individual OIT. The policies and procedures regarding the use of remedial training are outlined later in this policy.

2) The Accelerated FTEP is a variant of the program tailored to experienced officers making the transition from another similar agency to the Alabaster Police Department, or officers returning to the patrol division from a specialized assignment. The Accelerated FTEP will last for twelve weeks. An OIT with an overall average or above average daily evaluations and with approval from the FTO coordinator, may opt to take the final exam at 10 weeks. With a score of 80% or better on the written exam, the OIT may end his/her FTEP at 10 weeks. OITs may require up to 16 weeks FTEP based on their retention of the training material and policy.

- 3) All OITs must pass the final written exam with a score of 80% or better to successfully complete the FTEP program.

16. 1.4 D. Remedial Training:

- 1) The purpose of remedial training is to spend directed training time on certain topics for an exact time period. The topic and the time needed will vary from OIT to OIT. Remedial training can be ordered at any time during the FTO program.
- 2) OITs are not guaranteed the right to a training extension. The FTO Coordinator will decide whether an OIT will be granted an extension. The decision to allow an extension will be based on a review of performance and other information available, as well as input from the FTOs and Patrol Supervisors.
- 3) Any OIT that enters a remedial contract must complete and sign a memorandum stating he or she understands that his or her employment is contingent on the success or failure of the remedial program.
- 4) Any officer that has been ordered to return to the FTEP for remedial training will also be given certain tasks to be completed during that time.

16. 1.5 E. Failure to Successfully Complete FTEP:

- 1) In the event that an OIT does not adequately respond to training, and the FTO Coordinator has determined the OIT to be unqualified to serve as a law enforcement officer with the Alabaster Police Department, the following steps must occur:
 - a) Each FTO that supervised the OIT will prepare a memorandum reflecting the OIT's strengths, weaknesses, improvement or lack thereof, and the remedial efforts undertaken. The memorandum will be forwarded to the FTO coordinator and the Patrol Lieutenant on the shift to which the OIT is currently assigned.
 - b) The FTO coordinator and Patrol Lieutenant will review all documentation.
 - c) The Patrol Lieutenant would then forward all documentation to the Chief of Police for review. The Chief of Police will determine the next steps in the disciplinary process.
 - d) The FTO Coordinator and/or Patrol Lieutenant may request additional documentation from other members of the patrol division as needed.

16. 1.6 F. Storage of Documentation:

- 1) Documentation of the FTEP will be kept and maintained by the FTO Coordinator. The FTO Coordinator will either store the FTO Manual, complete with all DORs, Skills

Mastery Checklists, memorandums, forms, documents, etc., in an electronic format, or as a hardcopy. All documentation will be stored in the training office, or a secure location designated by the FTO Coordinator.

16. 2. DOCUMENTATION- Daily Observation Report (DOR):

1) DORs are the most critical part of the FTEP, as they establish unbiased, objective assessments of the OIT's progress, including illuminating the OIT's strengths and weaknesses.

a) The DOR should be read and signed by the OIT each day before the OIT leaves his or her shift unless the shift supervisor grants an approval for a delay.

b) The only authorized rating standards are the Standardized Evaluation Guidelines (SEGs) outlined in the FTO Manual.

2) FTO Duties Related to the DOR:

a) Complete DOR by the end of the shift OIT was scheduled to work.

b) Rate the OIT's performance based strictly on the SEGs outlined in the FTO Manual. It would be helpful to have the SEGs open while filling out the DOR to use as a guideline.

c) Sign the DOR.

d) Review the DOR with the OIT, taking time to explain strengths and weaknesses.

e) Forward the DOR to a patrol Sergeant of the assigned shift for review.

3) OIT Duties Related to the DOR:

a) Review and sign the DOR.

b) In the event that the OIT does not agree with a DOR, the OIT will consult with the FTO Coordinator.

4) Patrol Sergeant Duties Related to the DOR:

a) Review and sign the DOR.

b) Forward the DOR to the FTO Coordinator.

c) Conduct weekly reviews of the DORs to determine if any deficiencies are

occurring.

d) Forward the completed FTO book to the Patrol Lieutenant for a final review.

16. 2.2 B. Skills Mastery Checklist:

1) The Skills Mastery Checklist is used to document all training that is required throughout the FTEP. The Skills Mastery Checklist will also serve as a progression schedule to ensure that each necessary skill is mastered prior to the completion of the FTEP. Each topic that is addressed will be dated and initialed by the FTO. The following method is to be used:

a) Trained: The date upon which the FTO explained the topic to the OIT, and instructed the OIT what his or her response should be.

b) Tested: The date upon which the OIT explained the topic back to the FTO and demonstrated proficiency in responding to that particular topic.

2) At the end of each week, the FTO will go over the Skills Mastery Checklist with the OIT and determine if the OIT is deficient in any areas. Any deficiencies will be reported to the Patrol Supervisor.

16. 2.3 C. Report Writing / Forms Checklist:

1) The Report Writing Checklist documents each type of report that must be completed, if encountered, by the OIT during the FTEP.

2) The FTO will review each report completed by the OIT and enter the date and case number, if applicable, in the corresponding blank on the form.

3) In the event that the OIT does not get the opportunity to respond to one of the types of incidents listed in the checklist, the FTO will create a scenario or use a generic report and have the OIT complete a report on the fictitious incident.

4) The OIT should always list his or her FTO in the report as an assisting officer.

5) The Report Writing / Forms Checklist will not be signed by the OIT or FTO until the final report is completed.

16. 2.4 D. End of Phase Evaluations:

1) The End of Phase Evaluations are used to ensure that the OIT is progressing in the prescribed manner and that the OIT is prepared to advance to the next phase of his / her training. This evaluation should be completed at the end of each phase.

2) FTO Duties for End of Phase Evaluations:

- a) Complete at the end of each phase;
- b) Objectively identify OIT's strengths and weaknesses;
- c) Review the evaluation with the OIT;
- d) Recommend advancement or remedial training;
- e) Forward to the patrol supervisor.

3) OIT Duties for End of Phase Evaluations:

- a) Review and sign;
- b) In the event the OIT does not agree with the evaluation, the OIT should consult the FTO Coordinator.
- c) End of phase written exam to build knowledge for the final comprehensive examination.

4) Patrol Supervisor Duties for End of Phase Evaluations:

- a) Meet with the OIT and FTO to discuss the previous training phase. The supervisor should discuss the performance of the OIT with the OIT's next Patrol Supervisor, noting any recommendations for training;
- b) Enter remarks relating to the End of Phase Evaluation on the document;
- c) Conduct a review of the average rating of the OIT toward the end of phase three. Any categories that the OIT is not averaging a rating of four or higher should be reported to the FTO Coordinator;
- d) Approve and sign;
- e) Forward to the FTO Coordinator.

16. 2.5 E. Remedial Training Sheet:

1) Used to denote areas in which an OIT is deficient, needs improvement, and / is not responding to training.

- 2) Should be completed by an FTO any time an OIT requires additional training beyond what is outlined in the program.
- 3) Should list specific areas for improvement, the training to be administered, and the desired results of such training.
- 4) The Patrol Lieutenant shall be advised by the FTO Coordinator in writing of any remedial training that is being conducted.

16. 2.6 F. Comprehensive Exam:

- 1) A comprehensive final written exam will be administered during the last week of FTEP. This may be administered at the end of week 10 for officers in the accelerated FTEP that meet the criteria listed in section 16.1.3.C.2. The OIT must score an 80% or higher on this exam to successfully complete the FTEP. The purpose of the comprehensive exam is to test and evaluate the OIT's ability to retain knowledge that has been learned through the FTEP.
- 2) If an OIT fails the written comprehensive examination, he/she will be provided a second opportunity to take the test on their next working shift. If he/she fails the second attempt, the OIT will continue in the FTEP for 7 working shifts. After one week, he/she will be provided with an opportunity to test for a 3rd time. If he/she fails, the FTO coordinator will notify in writing, the patrol Lieutenant of the OIT's test scores and DOR results for the FTEP. The patrol Lieutenant will forward all information to the Chief of Police for review to determine appropriate action regarding the OIT.

16. 2.7 G. FTO Critique Form:

- 1) Used to generate feedback on the FTEP and help evaluate FTOs to ensure that the FTO staff maintains a high level of skill, performance, and interest.
- 2) OITs should critique all FTOs who train them. A separate critique should be filled out on each FTO at the end of each phase.
- 3) The FTOs should use the critiques as valuable constructive criticism to assist in developing positive instructional techniques.
- 4) The OIT will submit the critique to the FTO Coordinator.

16. 3. Selection Criteria:

To be considered for an FTO position, an FTO candidate meet the following criteria:

- 1)** The FTO candidate must be off probation, with at least two years of patrol experience and at least one year with the Alabaster Police Department
- 2)** The FTO candidate must be in good standing with the department, having had no disciplinary action within the last twelve calendar months preceding appointment.
- 3)** The FTO candidate must submit a letter of interest through the chain of command;
- 4)** The FTO candidate must be willing to commit to a minimum of one (1) year of service as a FTO as a condition of selection.
- 5)** Final determination of appointment to the FTO program will be made by the Chief of Police or his designee.