

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>October 25, 2005</b>	<i>Number</i> <b>GO05-2.26</b>
<i>Subject</i> <b>Police Training Officer Program</b>		
<i>Reference</i>		<i>Revised</i> <b>June 27, 2017 July 23, 2019</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>June 27, 2019 August 2021</b>	<i>No. Pages</i> <b>13—15</b>

## I. Policy

It is the policy of the Dalton Police Department to use the Police Training Officer (PTO) Program in training new officers. The primary objective of the ~~Police Training Officer~~ PTO Program is to provide each new ~~employee~~ Officer, after attending the Basic Law Enforcement Training Course in the State of Georgia, with the proper training that will assist him / her to make the transition necessary to become a productive police officer. The four basic goals of the ~~Police Training Officer~~ PTO Program are to transfer and apply classroom learning to the real problems and situations found on the street; to provide the Recruit Officer an opportunity to become familiar with the working environment; to provide a role models for the Recruit; and to provide guidance, monitoring, and evaluation.

## II. Definitions

*Core Competencies:* The knowledge, skills, and abilities required by all Police Officers when providing all aspects of police service.

*Learning Activity Package (LAP):* ~~Learning Activity Packages are~~ Topical training exercises that are specific to a particular police function (i.e. Field interrogations, custodial interrogations, community policing, etc.) and are used as a ~~Police Training Officer~~ PTO Program training tool to assist a Recruit in overcoming training deficiencies. Dalton Police Department ~~Learning Activity Packages~~ LAPs are standardized for use by all ~~Police Training Officers~~ PTOs to ensure consistency in training within the ~~Police Training Officer~~ PTO Program.

*Learning Matrix:* ~~The Learning Matrix serves as~~ A guide for ~~trainees~~ Recruits and ~~trainers~~ PTOs during the training period and that demonstrates the interrelationships between core competencies and daily policing activities. The matrix assists ~~trainees~~ Recruits in determining what they have learned, what they need to learn to improve their performance, and which performance outcomes will be used to evaluate their performance. The “cells” contain policing regulations, procedures, and resources that the Recruit needs for the learning process. The Learning Matrix serves as a guideline for Recruits and ~~Police Training Officers~~ PTOs during the training period and should not be viewed as a chart for checking off training accomplishments.

### RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

*Problem-Based Learning (PBL):* ~~Problem-Based Learning is~~ A Recruit-focused model that incorporates problem solving as the vehicle for learning. Traditionally, learning has involved a teacher or facilitator delivering information as content to the learner. PBL, however, begins with presenting a real-life problem that the Recruit must attempt to solve. The Recruit follows a pattern of discovery whereby they he / she gathers ideas and known facts, decides what information he or she needs to learn, and develops action plans to solve the problem.

*Problem-Based Learning Exercises (PBLE):* Problem-solving exercises that apply the ~~Problem-Based Learning~~ PBL method to situations the Recruit will confront in each phase of training. An exercise is completed in each of the four program phases.

*The Board of Evaluators (BOE):* Comprised of the PTO Program Manager, the PTO Program Coordinator, the Recruit's Mid-term / Final evaluators, a Patrol Division Supervisor who has been certified as a ~~Police Training Officer~~ PTO, and one certified ~~Police Training Officer~~ PTO that has not been assigned to train the Recruit.

*Coaching and Training Reports (CTRs):* Conducted two (2) times during each phase of training and one (1) time during the Mid-term and Final Evaluations. CTRs are reflections on a Recruit's response to all calls for service and other activity during the current evaluation period and are based on the fifteen Core Competencies reflected in the Learning Matrix for each phase of the program.

### III. Program Phases

The ~~Police Training Officer~~ PTO Program is broken up into various phases in which the Recruit will rotate to different ~~Police Training Officers~~ PTOs and, depending on the availability and schedules of PTOs, will work all three Patrol shifts.

A. ~~Police Training Officer~~ PTO mini-academy (1 week)

The Recruit shall attend the mini-academy where the PTO Program will be introduced.

B. Phase A (4 weeks)

C. Phase B (4 weeks)

D. Mid-term Evaluation (2 weeks)

1. Following Phases A and B of the ~~Police Training Officer~~ PTO Program, the Recruit transfers to a Police Training Evaluator (PTE) and participates in a Mid-term Evaluation.
2. Switching from the ~~Police Training Officer~~ PTO to a ~~Police Training Evaluator~~ PTE for evaluation ensures that the ~~training officer~~ PTO is not constantly changing roles from trainer to evaluator.

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

3. The ~~Police Training Evaluator~~ PTE shall use the Learning Matrix as an evaluation tool to assess the Recruit's performance during the course of that evaluation's activities. The Recruit's performance and the results of the evaluation shall be documented daily in the ~~Police Training Evaluator's PTE's~~ journal and at the end of the evaluation in a Coaching and Training Report (CTR).
  4. In the event the Recruit is experiencing difficulties and does not successfully complete the Mid-term Evaluation, the Recruit may need to return to a prior phase of the ~~training~~ PTO Program or otherwise receive remedial training. The Board of Evaluators (BOE) or ~~Police Training Officer~~ PTO Program staff may recommend Problem-Based Learning Exercises (PBLE), Learning Activity Packages (LAP), or any other training to help overcome deficiencies.
  5. At the end of the Mid-term Evaluation, the ~~Police Training Evaluator~~ PTE shall make one of the following recommendations to the ~~Board of Evaluators~~ BOE concerning the progress of the Recruit:
    - a. Recommend that the Recruit be promoted to Phase C
    - b. Recommend that the Recruit be promoted to Phase C with an additional ~~Learning Activity Packages~~ LAP being assigned.
    - c. Recommend that the Recruit be recycled through Phase B
    - d. Recommend that the Recruit be recycled through both Phase A and Phase B
    - e. Recommend that the Recruit's employment be terminated
- E. Phase C (4 weeks)
- F. Phase D (4 weeks)
- G. Final Evaluation (2 weeks)
1. During the Final Evaluation, the Recruit again transfers to a ~~Police Training Evaluator~~ PTE. The same evaluator should conduct both the Mid-term Evaluation and the Final Evaluation, if practical.
  2. The ~~Police Training Evaluator~~ PTE shall use the Learning Matrix as an evaluation tool to assess the Recruit's performance during the course of that evaluation's activities. The Recruit's performance and the results of the evaluation shall be documented daily in the ~~Police Training Evaluator's PTE's~~ journal and at the end of the evaluation in a ~~Coaching and Training Report~~ (CTR).

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

3. At the end of the Final Evaluation, the ~~Police Training Evaluator~~ PTE shall make one of the following recommendations to the ~~Board of Evaluators~~ BOE concerning the progress of the Recruit:
  - a. Recommend that the Recruit be ~~placed~~ promoted to Solo Police Officer status ~~Assignment~~
  - b. Recommend that the Recruit be recycled through Phase D
  - c. Recommend that the Recruit be recycled through both Phase C and Phase D
  - d. Recommend that the Recruit be recycled through the entire ~~Police Training Officer~~ PTO Program.
  - e. Recommend that the Recruit's employment be terminated.

#### H. Additional Training

If it is determined that the ~~trainee~~ Recruit is experiencing difficulties in a particular phase, ~~where~~ and it would not be advantageous for ~~the trainee~~ him / her to continue the phase or advance to the next stage of the program, the PTO Program Manager may call a special meeting of the ~~Board of Evaluators~~ BOE. During this meeting, the ~~Board of Evaluators~~ BOE will discuss the issues and create a written plan to address the issues noted. The plan may include recommendations for the ~~trainee~~ Recruit to be placed into remedial training, assigned to re-start the appropriate phase to address the deficiencies ~~noted~~, recommended for termination from the ~~training~~ PTO Program, or ~~outlining~~ required to complete any additional training that may be applied as a solution to the existing issue.

#### I. Abbreviated PTO Program

Recruits that have previously worked for the Department in a sworn Officer capacity may be eligible to complete the PTO Program following the Mid-term Evaluation. In order to be eligible for the abbreviated training program, the Recruit must complete all of the PTO Program's tests, benchmarks, tasks, and assignments prior to the beginning of the Mid-term Evaluation. In addition, the Recruit must be performing satisfactorily in all job-related duties of a DPD Officer at the time of the Mid-term Evaluation. At the completion of the Mid-term Evaluation, if the Recruit has met all of the requirements to be eligible for an abbreviated program, the BOE will make a recommendation to the Patrol Division Commander to transfer the Recruit to Solo Police Officer status.

#### I.J. Solo Police ~~Assignment~~ Officer Status

1. Following successful completion of the training and learning experience, the Recruit is transferred to a Solo Police ~~assignment~~ Officer status and assigned to a Patrol shift by the Patrol Division Commander.

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

2. ~~The Solo Police assignment phase Officers~~ shall ~~last~~ remain on ~~probationary status~~ until the ~~Recruit has~~ completion of one year of service with the Dalton Police Department ~~and the approval of the Chief of Police.~~

#### IV. Evaluation Methods

~~A. Coaching and Training Reports (CTRs), conducted two (2) times during each phase and one (1) time during the Mid-term and Final Evaluations, are reflections on a Recruit's response to calls for service and other activity during the current evaluation period and are based on the fifteen Core Competencies reflected in the Learning Matrix.~~

~~A. 1. Police Training Officers PTOs do not complete daily evaluation forms. Instead, the Police Training Officer PTO and the Recruit each complete Coaching and Training Reports CTRs that to evaluate the Recruit's performance.~~

~~2.1. The Coaching and Training Report CTR has four steps:~~

- a. The Recruit and the ~~trainer~~ PTO note their daily activities in their individual journals.
- b. At the end of the current evaluation period, the Recruit and the ~~Police Training Officer~~ PTO each reflect upon all of their calls for service and activities from that time.
- c. The Recruit will comment on all Core Competencies in the ~~Coaching and Training Report CTR evaluation~~. The material covered from that period's activities highlights what was learned and what remains to be learned. The Recruit should discuss his or her learning, rather than simply narrating the activity.
- d. The ~~Police Training Officer~~ PTO will review the Recruit's comments, add comments, and provide feedback and guidance where appropriate.

~~3.2. At the conclusion of each phase of training, the Police Training Officer PTO and the Recruit will review the Coaching and Training Reports CTRs for that phase to determine what was done well and what areas require attention or improvement.~~

~~4.3. The Board of Evaluators BOE shall conduct a review of the Recruit's performance prior to providing a written recommendation to the Patrol Division Commander.~~

B. A series of ~~job-related~~ benchmarks ~~which are job-related~~ will be maintained and periodically updated by the PTO Program Manager.

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

1. The ~~Police Training Officer~~ PTO assigned to a Recruit will be responsible for the completion of training on the benchmarks.
  2. Each ~~Police Training Officer~~ PTO will explain and demonstrate to the Recruit the benchmarks, and then the Recruit must perform the benchmarks satisfactorily. Due to the nature of some benchmarks, they ~~opportunity to may be performed~~ ~~them may only be~~ verbally or through scenarios.
- C. ~~Problem-Based Learning Exercises (PBLEs)~~, conducted in each of the four program phases, are problem-solving exercises that apply the ~~problem-based learning~~ PBL method to situations the Recruit will confront in each phase of training. The PTO Program Manager and PTOs shall evaluate the PBLEs.
- D. A 2-week ~~long~~ Mid-term Evaluation, following the completion of Phases A and B, occurs when the ~~Police Training Officer~~ PTO turns the Recruit over to a ~~Police Training Evaluator (PTE)~~ who assesses the Recruit's progress using the Learning Matrix as a guide.
- E. The ~~Board of Evaluators (BOE)~~ and the Recruit's Mid-term ~~evaluator~~ PTE shall meet at the end of the Mid-term Evaluation to consider advancement of the Recruit to Phase C of the ~~Police Officer Training~~ PTO Program based on a review of the Recruit's ~~Police Training Officer~~ PTO Program records and recommendations as presented by the Recruit's ~~Police Training Evaluator~~ PTE.
- F. A 2-week ~~long~~ Final Evaluation, following the completion of Phases A, B, C, and D, occurs when the ~~Police Training Officer~~ PTO turns the Recruit over to a ~~Police Training Evaluator (PTE)~~ who assesses the Recruit's progress using the Learning Matrix as a guide.
- G. The ~~Board of Evaluators (BOE)~~ and the Recruit's Final ~~evaluator~~ PTE shall meet at the end of the Final Evaluation to consider the advancement of the Recruit to ~~the~~ Solo Police ~~assignment phase~~ Officer status based on a review of the Recruit's ~~Police Training Officer~~ PTO Program records file and recommendations presented by the Recruit's ~~Police Training Evaluator (PTE)~~.
1. The ~~Board of Evaluators~~ BOE shall provide a written recommendation to the Patrol Division Commander on what action to consider regarding training, remedial training, or termination of a Recruit or ~~Police Training Officer~~ PTO from the ~~Police Training Officer~~ PTO Program.
  2. The ~~Board of Evaluators~~ BOE shall conduct an exit interview of each Recruit for the purpose of assessing the overall training experience, if practical.

## V. Duties and Responsibilities

- A. Recruit

### RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

1. Recruits must actively utilize the ~~problem-based learning~~ PBL method in training. ~~These~~ This includes the ~~Problem-Based Learning Exercise (PBLE)~~, ~~Coaching and Training Reports (CTRs)~~, and ~~the~~ Learning Matrix.
2. Recruits must accept responsibility for their own learning as it applies to the job of policing.
3. Recruits must learn how to utilize the many resources available to them inside and outside the Agency.
4. Recruits must take the initiative in the learning process. The PTO Program Managers (PPM) and ~~trainers~~ PTOs should understand that mistakes will occur from time to time in any training program. It is the ~~Police Training Officer's~~ PTOs' responsibility to help the Recruit correct mistakes through the process of failing forward (learning from mistakes).
5. Recruits will participate in self-evaluation and journaling. Honest self-evaluation will assist both the Recruit and the ~~Police Training Officer~~ PTO during the training process. Self-evaluation will also ensure that learning transfers from theory to practice. This process is vital to Recruit development.

B. Police Training Officer (PTO)

1. In order for an Officer to be considered for assignment as a ~~Police Training Officer~~ PTO, the Officer must meet the following minimum requirements:
  - a. Be a certified Georgia Peace Officer ~~and have~~ with a minimum of thirty (30) months experience (36 months preferred), including one year at the Dalton Police Department
  - b. No disciplinary action greater than a written reprimand received in the past eighteen (18) months
  - c. Above average job performance
2. The duties of a ~~Police Training Officer~~ PTO include, but are not limited to, the following:
  - a. Complete, collect, and review the ~~Coaching and Training Reports~~ CTRs.
  - b. Monitor the Recruit's progress and performance, beginning with the first week of Phase A and continuing throughout the last week of Phase D.
  - c. Complete daily journaling assignments designed to record relevant daily information on the learning process observed and the subjects discussed during the shift.

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

- d. Administer approved written tests ~~periodically~~ to measure the Recruit's strengths and weaknesses. The completed tests will be maintained in the ~~Police Training Officer~~ PTO manual.
- e. Review the ~~Problem-Based Learning Exercises~~ PBLs completed for each phase of training.
- f. Supervise the Recruit's actions.
- g. Keep the ~~PTO Program Manager~~ PPM aware of the Recruit's progress.

C. Police Training Evaluator (PTE)

1. ~~Police Training Evaluators~~ PTEs are ~~Police Training Officers~~ PTOs who evaluate a Recruit's progress in the ~~Police Training Officer~~ PTO Program by using the Learning Matrix to assess a Recruit's performance during the course of the assessment period. A ~~Police Training Officer~~ PTO will not perform the dual functions of ~~Police Training Officer~~ PTO and PTE ~~Police Training Evaluator on~~ for the same Recruit.
2. The ~~Police Training Evaluator~~ PTE identifies, assigns, and records the daily performance of the Recruit as it relates to the categories identified for each period of evaluation: Mid-term Evaluation and Final Evaluation.
3. The ~~Police Training Evaluator~~ PTE will evaluate the Recruit during the Mid-term Evaluation on training received during Phases A and B.
4. For the Final Evaluation, the ~~Police Training Evaluator~~ PTE will evaluate the Recruit comprehensively on training received in Phases A through D.

D. PTO Program Coordinator (PPC)

1. The ~~PTO Program Coordinator~~ PPC is the lead PTO who assists the PTO Program Manager with the program.
2. The duties and responsibilities of the ~~PTO Program Coordinator~~ PPC are as follows:
  - a. Audits and evaluates paperwork submitted from the ~~trainees~~ Recruits, PTOs, and PTEs during the training program.
  - b. Assists the ~~Board of Evaluators~~ BOE by reviewing journals and CTRs.
  - c. Serves on the Board of Evaluators and makes recommendations on the ~~trainee~~ Recruit's status.

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

- d. Provides mentoring and training to ~~trainees~~ Recruits and training officers PTOs, and PTEs.
- E. PTO Program Manager (PPM)
1. The ~~PTO Program Manager~~ PPM will provide supervision, and coaching, and mentoring to the ~~Police Training Officer~~ PTO / Recruit team and ensure that the needs of the learning team are met.
  2. The ~~PTO Program Manager~~ PPM should be a certified Police Training Officer. It is acceptable to appoint a ~~PTO Program Manager~~ PPM who is not certified, provided the ~~PTO Program Manager~~ PPM attends the ~~Police Training Officer~~ PTO certification training as soon as practical.
  3. The duties and responsibilities of the ~~PTO Program Manager~~ PPM are as follows:
    - a. Participate in the selection and evaluation of ~~Police Training Officers~~ new PTO candidates. The ~~PTO Program Manager~~ PPM will consider the ~~Officer's~~ candidate's ability as an effective teacher and willingness to act as an example of a model police officer of the Dalton Police Department. The prospective ~~Police Training Officer~~ PTO should have a positive attitude about the Department, policies, and procedures in order to promote the most effective image within the ~~Police Training Officer~~ PTO Program.
    - b. Provide training in ~~Problem-Based Learning~~ PBL to the ~~Police Training Officers~~ PTOs and Recruits.
    - c. Administer the PTO Program according to Department regulations.
    - d. Monitor the Recruit's progress and performance.
    - e. Keep the Patrol Division Commander informed of any unusual problems or activities related to the ~~Police Training Officer~~ PTO / Recruit team and the learning experience.
    - ~~f. Ensure the Police Training Office file on each Recruit assigned to the program is maintained.~~
    - g.f. Make Schedule assignments of ~~Police Training Officers~~ PTOs with Recruits and rotate assignments as needed. If there are unexpected circumstances where a certified ~~Police Training Officer~~ PTO is unavailable to train, (i.e. sick leave, training, emergency leave, etc.), the Recruit may be assigned to a non-~~PTO certified Police Training Officer~~ for a limited period of time. An assignment to a non-~~PTO certified Police Training Officer~~ shall not exceed one (1) week.

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

- ~~h.g.~~ Schedule and conduct, at a minimum, annual in-service training for certified ~~Police Training Officers~~ PTOs. (4 hours minimum)
  - ~~i.h.~~ Schedule and conduct certification training for ~~Police Training Officer~~ PTO candidates.
  - ~~j.~~ ~~Schedule rotation of Recruit field assignments.~~
  - ~~k.i.~~ ~~Records Maintenance.~~ Maintain all paper and electronic files, reports, and records pertaining to the documentation of all aspects of each Recruit's PTO training program.
- F. Recruits' ~~Police Training Officer~~ PTO training records will contain the following:
- 1. All ~~Coaching and Training Reports~~ CTRs
  - 2. All written tests, completed and scored
  - 3. All four completed ~~Problem-Based Learning Exercises~~ PBLEs (one for each phase).
  - 4. Documentation of any disciplinary actions or commendations received, ~~if any.~~
  - 5. Copies of the Mid-term and Final Evaluations.
  - 6. The completed ~~Police Training Officers'~~ PTO, PTE, and Recruit's journals regarding the Recruit's activities.
- G. All ~~of the Police Officer Trainee~~ PTO records will be uploaded and stored into Guardian Tracking.

Additionally, pre-service certified ~~sworn employees~~ Recruits will also be required to participate in, and successfully complete, the ~~Police Training Officer~~ PTO Program prior to being assigned to Solo Police Officer status.

## VI. PTO Selection Process

The process for selection of the ~~Police Training Officer~~ PTO is as follows:

- A. A memorandum will be sent out by the Chief of Police listing the qualifications for becoming a PTO.
- B. Each person interested shall submit a memorandum detailing their qualifications and interest in the position. Each memorandum submitted shall also include a written recommendation from a District Commander or Division Operations Supervisor.

### RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

- C. An interview shall be conducted with all qualified applicants by the ~~PTO Program Manager~~ PPM.
- D. All documentation shall be forwarded to the Patrol Division Commander for final approval of the ~~Police Training Officer~~ PTO candidate.
- E. Once selected, the ~~Police Training Officer~~ PTO shall:
  - 1. Complete the forty (40) hour ~~Police Training Officer~~ PTO certification course.
  - 2. Attend ~~scheduled annual~~ Police Training Officer PTO in-service training

## VII. Supervisor Mentoring Program

In order to assist personnel transitioning to supervisory positions within the Agency, all newly promoted personnel shall receive job-related training commensurate with their new duties before completing their one year probationary period.

Training will include, but not be limited to:

- A. Job description, duties, and responsibilities of the position
- B. Critical policies pertaining to the new assignment
- C. Performance evaluation and counseling of personnel
- D. Departmentally-approved evaluation software

The length of the training and the personnel assigned to conduct the training will be determined by the Chief of Police or his / her designee.

After completion of the training, all documentation shall be forwarded to the appropriate Division Commander.

## VIII. Field Training Investigator (FTI) Program

- A. The primary objective of the Field Training Investigator (FTI) Program is to provide each newly assigned Investigator with proper training that will assist him / her to make the transition necessary to become a productive Investigator. The four basic goals of the FTI Program are to transfer and apply classroom learning to the real problems and situations found on the street; to provide the Investigator an opportunity to become familiar with the working environment; to provide a role models for the Investigator; and to provide guidance, monitoring, and evaluation.

Standards - A comprehensive program of training and evaluation shall be applied in review of the Investigator to determine their suitability. The following criteria will be used as guidelines in evaluating the Investigator during the training period:

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

1. Presents a neat appearance
2. Exhibits acceptable character traits and moral attitudes
3. Demonstrates:
  - a. Emotional stability
  - b. Mental maturity and intelligence
  - c. Sound judgment
  - d. Personal integrity
  - e. Courage
  - f. Initiative, including:
    - (1) Ability to work free from conflict with fellow employees and the public
    - (2) Ability to comprehend and apply extensive training and detailed instructions
    - (3) Ability to conform to organizational objectives

B. Upon assignment to CID, the Investigator will begin the FTI Program.

1. The new Investigator will be assigned to his / her primary FTI for their field training. This assignment will be made by the CID Field Training FTI Program Coordinator (FTC). During the field training period, the Investigator will become acclimated to the day-to-day duties of a Detective. The FTI will keep a daily narrative of situations the Investigator is exposed to. All Daily Observation Reports (DORs) will be kept in the Investigator's Field Training Manual until the Investigator is no longer in the program. This phase will last a minimum of four weeks.
2. Evaluation techniques will be designed to measure competency in the required skills, knowledge, and ability and noted in the trainer's FTI's daily ~~observation report~~ DOR. The minimum length and intensity of training should be based on job task and measured by competency-based testing.

C. Practical Field Training

1. The FTI will go over the evaluation DOR each day with the Investigator and explain his / her evaluation and answer any questions. After the evaluation is completed, the Investigator may make any comments he / she wishes and will sign the DOR. A copy of the DOR will be offered each day to the Investigator. The Investigator will be provided a copy of the standards at the beginning of the program.

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

2. During the training ~~period~~ **program**, the Investigator will receive instruction in the majority of Departmental functions. The Investigator's ability to perform the duties of an Investigator will be judged according to the ~~Field Training Investigator~~ **FTI** on the ~~Daily Observation Report (DOR)~~. These reports will be maintained in the Investigator's Field Training Manual. If the Investigator lacks the desirable abilities, or for some mental or physical reason is unable to perform, the FTI will record such facts.
3. Before an Investigator begins the next phase of training with a new FTI, his / her current FTI will be responsible for making the next ~~phase~~ **FTI** and the ~~F.T.P. Coordinator~~ **FTC** aware of any problems or concerns regarding the Investigator's performance.
4. At the end of each phase, the FTI for that phase will complete an End of Phase Evaluation Report. This report will include **one of the following a** recommendations ~~by the FTI for the investigator to~~:
  - a. Progress to the next phase.
  - b. Be extended in the current phase.
  - c. Attend a counselling session with the ~~F.T.P. Coordinator~~ **FTC**.
  - d. Return the ~~trainee~~ **Investigator** to his / her prior job assignment.
5. Also, the FTI will ~~make~~ **comments** on the Investigator's response to training during the phase, ~~and~~ including his / her strongest areas of performance and areas most in need of improvement. ~~Other~~ **Additional** comments should ~~reflect a demonstration by~~ **include** the Investigator's ~~of~~ **proficiency** in the following **areas**:
  - a. Willingness and ability to do the job required
  - b. Ability to applied the knowledge gained from the training program
  - c. Proficiency in performing tasks
  - d. Initiative and enthusiasm
  - e. Adherence to Departmental policies
  - f. Consistently acceptable performance
  - g. Record of conduct

The End of Phase Evaluation Report will also be completed at the end of the Evaluation phase, and the FTI will state his / her recommendation for **the** Investigator to be granted solo status or to ~~be re-phased~~ **receive additional training in the FTI Program**.

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

This report will be signed by the FTI and forwarded to the ~~F.T.P. Coordinator~~ FTC for review and signature. The report will then be forwarded to the Division Commander for approval. The report will then be filed in the Investigator's Field Training Manual.

D. Included in the ~~Field Training~~ FTI Program is familiarization in the following subject areas:

1. Limitations of the examination of physical evidence
2. Written directives concerning the role and function of the Investigator, ~~patrol investigator~~ Patrol preliminary investigator, and ~~evidence technician~~ Crime Scene Investigator
3. Collection methods and procedures regarding fingerprints, footprints, blood, fibers and fabrics, weapons, hairs, paint, glass, tool marks, and the requirements for collection of materials from a known source for comparison purposes
4. Preservation methods for various forms of evidence
5. Maintenance of the chain of evidence, marking, custody, and records
6. ~~The~~ Crime or accident scene sketches
7. Crime or accident scene photography
8. Crime or accident scene records
9. Reports and case files

E. Assignment to Solo Investigative Duty

1. The Investigator must demonstrate consistent acceptable performance in all observed categories during the evaluation phase.
2. The Investigator must have satisfactorily completed all the required criteria previously stated in this policy.
3. The Investigator will then be released from the ~~Field Training Program~~ FTI Program by the FTP Coordinator and assigned to a permanent assignment by the CID Division Commander.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police

---

**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police