

---

## Field Training Officer Program

### 416.1 PURPOSE AND SCOPE

The Field Training Program 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 Urbana Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Program that is designed to prepare the new officer to perform in a patrol assignment possessing all skills needed to operate in a safe, skillful, productive and professional manner.

### 416.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

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

#### 416.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO.
- (b) Minimum of two years of law experience experience.
- (c) Demonstrated ability as a positive role model.
- (d) Participate and pass an internal oral interview selection process.
- (e) Evaluation by supervisors and current FTOs.
- (f) Possess an ILETSB certificate.

#### 416.2.2 TRAINING

An officer selected as an FTO shall successfully complete the department-approved FTO course prior to being assigned as an FTO.

All FTOs must complete an FTO update course approved by this department every three years while assigned to the position of FTO.

### 416.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The Deputy Chief of Police will be the Field Training Commander. The Field Training Coordinator will be a Lieutenant from the Patrol Division and shall when practical, have completed the ILETSB certified (40 hour) Field Training Officer's Course. The Assistant Field Training Coordinator shall be a Sergeant who will assist the Coordinator in the day to day operations of the program. He/she shall have completed the ILETSB certified (40 hour) Field Training Officer's course.

The responsibilities of the FTO Program Coordinator include the following:

# Urbana Police Department

## Urbana PD Policy Manual

### *Field Training Officer Program*

---

- (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 the overall FTO Program.
- (g) Maintain liaison with FTO Coordinators of other agencies.
- (h) Maintain liaison with academy staff on recruit performance during the academy.
- (i) Develop ongoing training for FTOs.

#### **416.4 TRAINEE DEFINED**

Any entry level or lateral police officer newly appointed to the Urbana Police Department who has successfully completed an ILETSB training course.

#### **416.5 REQUIRED TRAINING**

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 12 weeks.

Officers should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program. The program will be broken down into 4 phases, the officer will be assigned to a primary FTO during the first phase and will complete a minimum of 16 days with this FTO. The first phase will be primarily dedicated to training.

During the second phase the officer will be assigned to a second FTO and the work load will be divided into training and the officer handling day to day operations of patrol. The officer will need to complete a minimum of 16 days with the FTO during this phase.

During the third phase the officer will be assigned to a third FTO and will primarily handle day to day operations as a patrol officer with minimum training. The officer will need to complete a minimum 16 days with the FTO during this phase.

The fourth phase is called the Review/Shadow phase. The officer will be assigned to his primary FTO and will work 5 days going over expectations and handling patrol calls with no assistance. After the fifth day the FTO, monitoring sergeant and Field Training Coordinator will meet to decide whether the officer is ready to move on to the final phase, shadow. If not the officer will be extended until he/she is ready to move on or a decision is made to end his/her employment with the City of Urbana.

During the shadow phase the Field Training Officer will be with the officer, but will not engage in any activity. The FTO is strictly there to evaluate and help to determine whether the officer is able to function as a Patrol Officer at the Urbana Police Department. The FTO will not be in uniform

# Urbana Police Department

## Urbana PD Policy Manual

### *Field Training Officer Program*

---

during this time. At the end of the shadow phase, the FTO, monitoring sergeant and Field Training Coordinator will meet to discuss his/her status. The Field Training Coordinator will report their recommendation to the Field Training Commander who will have final say on the status of the officer.

#### **416.5.1 FIELD TRAINING MANUAL**

Each new officer will be issued a Field Training Manual at the beginning of his/her first phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Urbana Police Department. The manual is not intended to cover every contingency, but will be periodically reviewed and adjusted as appropriate. The officer shall become knowledgeable of the subject matter as outlined. He/she 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 Urbana Police Department.

#### **416.6 EVALUATIONS**

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

##### **416.6.1 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 monitoring supervisor on a daily basis, Daily Observation Report.
- (b) Review the Daily Observation Report with the trainee each day and have him/her sign it.
- (c) After each week forward the Daily Observation Reports to the monitoring supervisor. With the monitoring supervisor, the FTO will evaluate the officer's strengths and weaknesses.
- (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.

##### **416.6.2 IMMEDIATE SUPERVISOR**

- The monitoring supervisor shall review and approve the Daily Observation Reports and at the end of each week, he/she shall complete a Weekly Summary of the officer's progress.
- The supervisor will meet and discuss the weekly with the FTO and officer.
- The weekly will contain both the officer's strengths and weaknesses.
- The weekly will contain suggestions on what the officer should work on and how to improve.
- The supervisor should respond to as many calls as possible that the officer is assigned to so he can evaluate the officer's progress.

# Urbana Police Department

## Urbana PD Policy Manual

### *Field Training Officer Program*

---

Once the officer has completed the Field Training program he/she will be on probation until they have completed six-months of active solo patrol. During this time, a sergeant will be assigned to monitor his progress. Every two weeks the sergeant will complete a progress report on the officer and forward it to the Field Training Coordinator. The sergeant will complete these reports until the officer has successfully completed the probation period.

#### **416.6.3 FIELD TRAINING ADMINISTRATOR**

The Field Training Coordinator or his/her designee will review and approve the Daily Trainee Performance Evaluations submitted by the FTO through the FTO program supervisor. The Field Training Coordinator shall report to the Field Training Commander to keep him/her apprised of the officer's progress and to make recommendations on moving the officer along, extended training or termination of the officer's status.

#### **416.6.4 TRAINEE**

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

#### **416.6.5 FIELD TRAINING COMMANDER**

The Deputy Chief of Police or his/her designee is the Field Training Commander. The Field Training Commander will be informed by the Field Training Coordinator of all new officers' performance and evaluations during the Field Training period. Any final decisions on a new officer's status will be made by the Field Training Commander with input from the Field Training Staff.

### **416.7 DOCUMENTATION**

All documentation of the Field Training Program will be retained in the officer's training file and will consist of the following:

- (a) Daily Observation Reports
- (b) Weekly Summaries
- (c) While on probation, bi-weekly evaluations from the officer's supervisor
- (d) The reports will be kept in the officer's Field Training file for 5 years