



POLICY & PROCEDURE

HOLMEN POLICE DEPARTMENT

SUBJECT:	PRIMARY TRAINING (field training)	NUMBER:	7.2
		ISSUED:	08/31/2016
SCOPE:	All Department Personnel	REVIEWED:	02/06/2017
DISTRIBUTION:	Policy & Procedure Manual	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG 4 TH EDITION STANDARDS: 12.2.4.1,12.2.4.2,12.2.4.3,12.2.4.4, 12.2.4.5	

INDEX AS: Civilian Employee Training
 Employee Orientation
 Field Training Program
 Recruit Training
 Remedial Training

PURPOSE: The purpose of this Policy & Procedure is to provide information and guidance in the operations of the Police Department and the Village of Holmen to all new employees. This will ensure that new employees understand their role, responsibilities, and rights during orientation, initial training, and/or field training.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. EMPLOYEE ORIENTATION
- III. FIELD TRAINING PROGRAM – LAW ENFORCEMENT OFFICER
- IV. RECRUIT TRAINING
- V. REMEDIAL TRAINING

I. POLICY

It is the policy of the Holmen Police Department that all new members receive orientation training to the Village and the police department as soon as practical; to provide recruit training, if needed, and field training to all sworn officers; and to provide remedial training when required to achieve the maximum development of each employee's potential.

II. EMPLOYEE ORIENTATION

- A. All employees shall receive a new employee orientation.
 - 1. The police chief, Village Clerk and Village Administrator shall provide information regarding Village history, philosophy, policies, salary, and benefits.
 - 2. The police chief and Administrative Assistant/Court Clerk shall provide information regarding the police department's role, purpose, goals, policies, procedures, working conditions, and regulations, as well as the responsibilities and rights of employees.
- B. The orientation shall be documented using the "New Employee Orientation Checklist" form.
- C. Employees assigned to non-sworn positions, including interns and clerical employees, shall receive initial training in addition to orientation to ensure a complete understanding of job responsibilities.

III. FIELD TRAINING PROGRAM – LAW ENFORCEMENT OFFICER

- A. Objectives of the Field Training Process
 - 1. Improve the overall applicant screening process.
 - a. The Field Training Process is one phase of the Department's overall applicant screening process. It is designed for FTOs to evaluate new officer candidates in the informal environment of the squad car to determine if the applicant would be a good fit for the organization.
 - 2. Establish a probationary police officer appraisal system.
 - a. The FTO process uses a standardized and systematic approach to provide valid, job-related evaluation and documentation on probationary law enforcement officer performance.
 - 3. Establish a program review procedure.
 - a. The program provides an appraisal system to measure the effectiveness of the department's selection and training processes by allowing feedback regarding the probationary law enforcement officer's strengths and weaknesses.
 - 4. Improve the probationary law enforcement officer's training experience.
 - a. FTOs serve as role models for probationary officers in the development of the knowledge/skills/abilities needed to perform patrol duties in the Village of Holmen and the practical application of Police Academy materials.
 - 5. Establish an improved refresher training program.
 - a. The program provides a system to provide refresher training to officers returning to patrol from extended absences or assignments.
 - b. Officers who have been absent from patrol for 6 months or more or more will be assigned to an FTO for a minimum 5-day period. This period may be extended up to 10 days at the discretion of the police chief.
 - c. During this time officers are assigned with an FTO, however, they will not

be subject to the formalized evaluations required of probationary officers in field training. The FTO's function during this time is to re-familiarize the officer with agency forms, updated Policy & Procedures; and to insure that the returning officer is provided with opportunities as are necessary to meet or re-qualify in skills and knowledge required for job description.

B. Organization of the Field Training Program

1. Field Training Unit Coordinator

- a. The Field Training Coordinator shall be the police chief or his/her designee.
- b. (12.2.4.5) The Field Training Coordinator shall be responsible for the general administration and evaluation of the Field Training Process, active supervision and evaluation of all FTOs, and the staff monitoring of all probationary officers for the duration of their probationary period.
- c. The Coordinator shall monitor and evaluate the overall development of probationary officers during the probationary period for purposes of ascertaining any performance deficiencies and resolving those deficiencies through training and/or remedial training.
- d. The Coordinator shall be responsible for planning, directing and evaluating field training assignments and any changes in such assignments or variations in the length of the assignments.
- e. The Coordinator shall facilitate the assembly of information relating to a probationary officer's progress to the police chief.
- f. The Coordinator shall conduct a comprehensive evaluation of each probationary officer monthly and prepare a statement of the probationary officer's development and submit the evaluation to the police chief with a recommendation to retain, recycle (extend training), or dismiss the officer. All other Department Field Training personnel will be offered the opportunity to provide input to assist in the final probationary evaluation.
- g. Whenever possible, the Field Training Coordinator should attend the various training sessions and Field Training Unit meetings to provide/receive firsthand information concerning a probationary officer's performance and to allow the opportunity to observe the performance problem solving techniques of the Field Training Officers.

2. Field Training Officer

- a. The Field Training Officer has two primary roles to fulfill: that of a police officer assuming full patrol responsibility; and that of a trainer, coach, and evaluator of probationary officers and the responsibility of properly documenting the same.
- b. (12.2.4.4) The Field Training Officer shall be a sworn officer who has met all posted qualifications of the Department's Field Training and Evaluation Process. Minimum qualifications will be:
 - 1) At least 3 years of experience as a Police Officer, (this is ideal and can be waived if circumstances dictate.

- 2) Positive evaluations,
 - 3) Average to above average activity for the shift he/she works,
 - 4) Demonstrated strong officer safety skills and practices,
 - 5) Demonstrated good one on one communications skills,
 - 6) A positive attitude.
- c. All Field Training Officers shall receive formal FTO training consistent with this program.
 - d. Field Training Officers may assist in the Department's background investigation for police officer candidates.
 - e. The Field Training Officer may be released from field training and evaluation duties as follows:
 - 1) At the request of the FTO.
 - 2) By removal of assignment for patrol duties.
 - 3) At the direction of the police chief.
- C. Assignment of Probationary Officers to Field Training
1. The Field Training assignment shall be predetermined. The Field Training Coordinator may continue the field training assignment of a probationary officer beyond the predetermined time if the need for further training and evaluation is apparent, with the approval of the police chief.
 2. (12.2.4.2) During the Field Training Process probationary officers will experience a broad range of tasks to prepare themselves for policing.
 3. The Field Training Process shall be divided into the following phases and steps:
 - a. Phase One – minimum five (5) days of in-house orientation and training.
 - b. Phase Two – Steps One through Three.
 - 1) (12.2.4.1) Step One
 - a) For the first 24 hours the probationary officer works with the FTO and is not formally evaluated (Daily Observation Reports).
 - 2) Step Two
 - a) 160 certified working hours for structured training and evaluation.
- * "Certified working hour" is defined as: all training/evaluation time during the Field Training Process where the probationary officer is assigned to an FTO and a Daily Observation Report is completed. Each recruit and FTO will be issued a copy of the manual and will strictly follow the established protocols. See FTO manual on P Drive under Officers.
- b) The FTO Coordinator will insure that any "missed" (non-certified hours) are made up and that the required number of certified hours of training and evaluation have been completed.
- 3) Step Three
 - a) 80 hours certified working hours for structured training and evaluation.
 - b) FTO can be in plain clothes, but the probationary officer will be in uniform.

- c) The probationary officer shall “certify” for a solo patrol assignment during this step.
 - c. Phase Three – Balance of the probationary employment period.
 - 1) Solo patrol assignment of the probationary officer. Probationary Officer remains on probationary status; Field Training Coordinator completes a “Monthly Evaluation Report”.
 - 2) During the balance of the probationary patrol period, the probationary officer may be periodically assigned to an FTO for performance review.
 4. The minimum number of certified working hours may be reduced by the police chief for experienced sworn officers if they demonstrate proficiency and the knowledge/skills/abilities needed to perform patrol duties in the Village of Holmen
- D. Extension of Training
 1. The probationary officer’s Field Training and Evaluation period may be extended upon the recommendation of the Field Training Officer or if circumstances warrant, with the approval of the police chief.
- E. (12.2.4.3) Evaluation Process
 1. Daily Observation Report
 - a. DORs shall be completed by the Field Training Officer each patrol shift starting with the 1st certified working hour of Step Two, through the end of Phase Two. These reports will be filed in the probationary officer’s field training file after being reviewed and signed by the probationary officer.
 2. Bi-Weekly Evaluation Report
 - a. These reports shall be completed by the designated Field Training Coordinator with the assigned FTO for each 80 hour training and evaluation period, regardless the number of certified working hours during this period. These reports will be filed in the probationary officer’s field training file after being reviewed and signed by the probationary officer.
 3. Probationary Officer Self-Evaluation
 - a. These reports shall be completed by the probationary officer at the completion of Steps, Two and Three, and periodically during Phase Three. This is a detailed estimate of the probationary officer’s performance, noting strengths and weaknesses. These reports will be filed in the probationary officer’s field training file after being reviewed and signed by the probationary officer.
 4. Monthly Evaluation Report
 - a. Completed by the Field Training Coordinator with collaborative assistance from other Department employees. These reports will be filed in the probationary officer’s field training file after being reviewed and signed by the probationary officer.
 5. Evaluation of Field Training Process
 - a. An evaluation of the Department Field Training Process shall be completed by the probationary officer at the end of Phase Two.

- b. An evaluation of the Department Field Training Process shall be conducted by the Field Training Coordinator and FTOs at periodic intervals
- F. Employment Status Process.
- 1. (12.2.4.5) Upon the successful completion of Phase One, Two, and Three the probationary officer will receive notice. A Shift will be given to the new probationary officer, along with letter of field training completion.
 - 2. Upon successful completion of the probationary period, the probationary officer will receive notice of same.
 - 3. If at any time during the probationary period it is determined a probationary officer is not performing at a satisfactory level, a recommendation for termination may be initiated.
 - a. This should be a “last resort” action and only initiated after the probationary officer has not responded to reasonable attempts at remedial training.
 - b. The police chief will determine if the requested dismissal is warranted.
 - 4. During the probationary period the police chief may at his or her discretion release a probationary officer from employment.
- G. Disposition of Field Training Evaluations
- 1. Upon completion of Phase Three, the probationary officer’s Field Training Process evaluations will be filed as follow:
 - a. Department personnel file
 - 1) Employment Status Action Report
 - b. All other Field Training and Evaluation Program files
 - 1) Shall be maintained in the Departmental training files by officer name.
 - 2) Field Training and Evaluation Program Files are confidential and shall be reviewed only by persons with “need to know”, upon approval of the police chief.

IV. REMEDIAL TRAINING

- A. Remedial training is defined as personalized training used to correct a specific performance deficiency which may have been identified through:
- 1. Annual performance evaluations;
 - 2. Evaluations during field training or remainder of probationary period;
 - 3. Observations by a supervisor during routine duties;
 - 4. Following a sustained complaint by a citizen or other source.

- B. Upon recommendation of an employee's supervisor, remedial training shall be scheduled for employees who:
 - 1. Consistently demonstrate a lack of skill, knowledge, or ability in the performance of job related skills;
 - 2. Have been disciplined for conduct which can be corrected through remedial training.
- C. When a senior employee determines that another employee needs remedial training, they shall forward a memo to the police chief stating the deficiency. The police chief shall make a determination of the stated need and recommend a course of action to correct any deficiency found.
- D. Personnel in need of remedial training shall be notified in writing and informed of the reason for the need, as well as the process for remedial training and evaluation.
- E. Upon completion of remedial training, all test scores, certifications, or other pertinent documents shall be forwarded to the police chief for evaluation and inclusion in the employee's personnel file.
- F. Failure to participate or respond to remedial training may result in a recommendation for disciplinary action.

Shane Collins
Police Chief

This Policy & Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

Initial 08/31/2016