

# **POLICE DEPARTMENT HANOVER PARK, ILLINOIS**



DIRECTIVE: 512-S

REFERENCE STANDARDS: 33.4.3

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SUBJECT: Field Training Officer Program

PURPOSE: The purpose of the Hanover Park Police Department's Field Training and Evaluation program is to produce fully trained, competent and qualified police officers. The FTO Program is a continuation of the academy training that the recruit has received. The new officer's training is not completed until that new officer has satisfactorily completed the FTO Program. (33.4.3d)

## **I. FIELD TRAINING**

- A. The FTO Program is twelve weeks in duration with an extension built in for additional training, if needed and authorized by the Chief of Police. (33.4.3a)
  - 1. The recruit will rotate to a different Field Training Officer at least once during the program to allow the recruit the opportunity to see another style of policing and to provide protection from bias. (33.4.3f)

## **II. QUALIFICATIONS OF THE FIELD TRAINING OFFICERS**

- A. Minimum of three years on this department or equivalent sized department if they have previous police experience.
- B. An officer who has demonstrated superior performance.
- C. No history of excessive Internal Affairs complaints.
- D. Must have the desire to train.
- E. Good written and verbal communication skills.
- F. Selection process: (33.4.3b)
  - 1. Interested officers will request the Field Training Officer specialty by checking the appropriate box on their Annual Shift Bid form.

2. The FTO Coordinator will review the Annual Shift Bid forms and preliminarily select candidates who meet the qualifications. If there is not a sufficient number of qualified candidates who have requested FTO specialization, the FTO Coordinator may choose other officer(s) who meet the qualifications.
  3. The FTO Coordinator and Patrol Lieutenant will conduct further review of the candidates qualifications and may request input from the Deputy Chief of Support Services, Deputy Chief of Operations, and/or the Chief of Police, after which review an appropriate candidate will be selected.
- G. The chain of command for the recruit in the FTO Program is as follows: (33.4.3c)
1. Chief of Police
  2. Deputy Chiefs of Operations and Support Services
  3. Lieutenant responsible for field training
  4. Patrol Lieutenant
  5. Shift patrol supervisor
  6. Field Training Officer
  7. Recruit

### III. REPORTING RESPONSIBILITIES OF FTO'S

- A. The FTO is responsible to document thoroughly all aspects of the recruit's training. This is accomplished by completing the daily and weekly training forms. These forms are submitted to the shift patrol supervisor, then to the FTO Coordinator to be placed into the recruit's file. Additionally, the Deputy Chief of Operations and the Chief of Police sign weekly reports. The end of phase reports, four week, eight week, and final report, are also signed by the Deputy Chief of Operations and Chief of Police. (33.4.3h)
- B. Evaluation guidelines - The recruit is evaluated on the various required job skills to be learned according to the standardized evaluation guidelines that correspond to the particular task. This is completed daily by the FTO with the Daily Observation Report. Training days do not count as an evaluation day. The weekly reports are completed every week during the 12 weeks of training. At the end of the 12 weeks, the FTO shall write a final evaluation report to the FTO supervisor recommending retention or termination of the recruit. Any recommendation must be supported by the Daily and Weekly reports. The FTO supervisor forwards a final report through the chain of command to the office of the Chief of Police. (33.4.3g)

- C. FTO Training - Each new FTO must satisfactorily complete a basic course of training prior to being assigned a recruit. (33.4.3e)