

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 01/01/03	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 12/13/17
<b>Chief of Police:</b> 	Field Training, 33.4	
<b>Cross Reference:</b> 1.3 Response to Resistance Communications Training Manual Field Training Manual	<b>Policy Sections:</b> 33.4.1 Police Officer Field Training 33.4.2 Community Service Officer Field Training 33.4.3 Telecommunicator Field Training 33.4.4 Selection and Training of Field Training Officers	

## PURPOSE

The purpose of this policy is to establish guidelines for the department's Field Training Program.

## POLICY STATEMENT

It is the policy of the Elgin Police Department to require all probationary police officers and community service officers to successfully complete the department's Field Training Program prior to being assigned to solo assignment. The Field Training Program shall be under the administration of the training officer.

## PROCEDURES

### 33.4.1 POLICE OFFICER FIELD TRAINING

- A. All probationary police officers, hereinafter referred to as PPO, are required to complete the 4 week in-house training program prior to the department's 16 week Field Training Program. Refer to the Field Training Manual to review the components of the in-house training program.
- B. During the Field Training Program, PPOs are not permitted to wear department issued uniform attire that identifies him/her as being a police officer, off-duty. At the conclusion of the PPO's shift, these items shall be secured in his/her assigned locker.
- C. While assigned to the Field Training Program, PPOs shall follow the applicable protocol pertaining to the carrying of firearms while off-duty:
  1. Prior Law Enforcement Experience: PPOs in this category are required to successfully complete a mandatory firearm qualification course for each firearm he/she wishes to carry off-duty. Upon successful completion of the course(s), PPOs are permitted to carry the respective firearm off-duty. Refer to Standard Operating Procedure 1.3 Response to Resistance for more information on firearms proficiency/qualifications.
  2. No Prior Law Enforcement Experience (No Concealed Carry License): PPOs in this category are not permitted to carry any firearm off-duty.
  3. No Prior Law Enforcement Experience (Concealed Carry License): PPOs in this category are only permitted to carry their personal firearm off-duty and shall follow concealed carry laws in doing so.
- D. The Field Training Program will be divided into phases, as described in the Department's Field Training Manual. The training shall expose the PPO to the agency's patrol shifts, special divisions and specialized assignments, as well as the tasks and duties most frequently encountered by officers.
- E. To assist field training officers, hereinafter referred to as FTOs, in better understanding the needs of their assigned PPO, the training officer shall provide any relevant academy evaluations of the PPO to the FTO for review.

- F. PPOs are generally assigned to multiple FTOs during the Field Training Program, as outlined in the Field Training Manual.
  - 1. In absence of the FTO, the shift supervisor will assign the PPO to an officer.
  - 2. In the event the PPO is assigned to court during field training, they must be accompanied by an FTO.
- G. FTOs shall report directly to the training officer for training related issues. Daily observation reports will be completed and forwarded to the FTO sergeant and the training officer weekly, after review by the PPO and FTO. The training officer maintains weekly contact with the FTO during the PPOs field training.
- H. PPOs are evaluated in accordance with the provisions of the Field Training Manual. The manual shall be issued to the PPO prior to starting the field training. The evaluation techniques shall measure the PPO's competency in the skills, knowledge, and job functions required to successfully perform the duties of a police officer.

#### **33.4.2 COMMUNITY SERVICE OFFICER FIELD TRAINING**

- A. Upon being hired, probationary community service officers, hereinafter referred to as PCSO, are required to successfully complete a minimum of 12 weeks of field training, under the supervision of an FTO.
- B. PCSO are re-assigned to a different FTO every four weeks. However, exceptions may be made due to the availability of FTOs. In the absence of an FTO, the shift supervisor will assign the PCSO to another community service officer.
- C. During field training, PCSOs are exposed to job functions pertaining to patrol, front desk, Holding Facility, and animal control.
- D. Daily Observation Reports will be completed and forwarded to the training officer weekly, after being reviewed by the PCSO and FTO. Additionally, the training officer maintains weekly contact with the FTO during the field training process.
- E. PCSOs are evaluated in accordance to the applicable portions of the Field Training Manual. The manual is issued to the PCSO prior to starting the field training program. The evaluation techniques shall measure the PCSO's competency in the skills, knowledge, and job functions required to successfully perform the duties of a community service officer.

#### **33.4.3 TELECOMMUNICATOR FIELD TRAINING**

- A. Upon being hired, probationary communications operators (telecommunicator), hereinafter referred to as PCO, are required to successfully complete a minimum of 24 weeks of field training, under the supervision of a certified communications training officer, hereinafter referred to as CTO.
- B. PCOs are re-assigned to a different CTO every four weeks. However, exceptions may be made due to the availability of CTOs. In the absence of a CTO, the communications shift supervisor will assign the PCO to another CTO or assignment.
- C. During field training, PCOs are exposed to job functions pertaining to call taking, police dispatching, LEADS, and fire dispatching.
- D. Daily Observation Reports will be completed and forwarded to the shift supervisor, after being reviewed by the PCO and CTO. Additionally, communications shift supervisors have weekly contact with the CTO during the field training process.

- E. PCOs are evaluated in accordance to the applicable portions of the Communications Training Manual and guidelines. The evaluation techniques shall measure the PCO's competency in the skills, knowledge, and job functions required to successfully perform the duties of a telecommunicator.

#### **33.4.4 SELECTION AND TRAINING OF FIELD TRAINING OFFICERS**

- A. When positions for sworn and CSO field training officers become available, the training officer publishes a written announcement of FTO openings to solicit memorandums of interest from personnel.
  - 1. Selection of personnel to fill the FTO positions may consist of reviewing the memorandums of interest, performance evaluations, input from applicant's current supervisor and current FTOs, discipline history, and interviews of those interested. Recommendations shall be forwarded to the chief of police for final approval.
  - 2. Prior to serving as an FTO, selected employees shall undergo training. Exceptions may be granted to employees that have not completed the training on a case by case basis. Supplemental training shall be consistent with the objectives of the Field Training Program.
  - 3. The training officer will be responsible for the on-going evaluation of the FTO's work performance as it relates to the Field Training Program.
- B. Telecommunicators who are interested in serving as a CTO, shall submit a memorandum of interest to his/her supervisor.
  - 1. Selection of personnel to serve as a CTO may consist of reviewing performance evaluations, input from the telecommunicator's supervisor, observation of the necessary skills sets to provide training and current ability to perform the job functions. Recommendations shall be forwarded to the Director of Administration for final approval.
  - 2. Prior to serving as a CTO, the telecommunicator must successfully complete the certification process.
- C. Each patrol shift has an FTO sergeant who serves as a mentor to the FTOs and PPOs. When a vacancy occurs, the shift lieutenant identifies candidates who have previously served as an FTO in good standing.
  - 1. The shift lieutenant and training officer collectively determine the shift sergeant that is best suited to meet the needs of the FTO program.
  - 2. Training for the FTO sergeant is determined on a case by case basis, depending upon the needs of the shift and the employee selected to serve as an FTO sergeant.