
  <i>University of Pittsburgh</i>  <i>Police Department</i>	<b>Reference Number:</b> 2 – 15 <b>(Chapter / Section)</b>
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<b>Title:</b> <b>Field Training Program</b>	 <hr/> By Order of James K. Loftus, Chief of Police

### **1.0 Policy**

The specialized nature of police work is widely recognized. Formal classroom training and limited demonstrations cannot impart to the probationary officers all they need to know. Therefore, the probationary officer need formal on-the-job training.

Field training is intended to give probationary officers instruction, direction, supervision, and experience. The training is structured to produce a police officer who is able to work a solo assignment in a safe, skillful, productive and professional manner. The field training period also serves to aid in determining if the probationary officer has all the requisites to become a permanent member of the Department.

### **2.0 Goals and Objectives**

The University of Pittsburgh Police Department, in keeping with the finest levels of performance requirements, must always strive to maintain the highest standards of professionalism. To this end, the attainment of highly trained police officers shall remain a fundamental goal of this department.

To meet this responsibility, the Department has developed a Field Training Officer Program, designed to ensure that all newly hired officers have the necessary information and tools to serve the Department and the community in the most efficient and effective manner possible. To achieve this goal, the Program has established the following objectives:

- A. To provide an organized Field Training Officer Program
- B. To utilize an evaluation system for the Field Training Officer Program
- C. To ensure the development of the probationary officer with pertinent information relevant to the job tasks required
- D. To identify undesirable behavioral traits and provide remediation

### **3.0 Procedures**

The University of Pittsburgh Police Department requires that prior to the start of their employment and assuming law enforcement duties, all newly hired probationary officers must have successfully completed Act 120 training, as defined by the Municipal Police Officers Education and Training Act, as amended (53 Pa C.S.A. § 2161-2167) and shall comply with all requirements of the Pennsylvania Municipal Police Officers Education and Training Commission. Documentation of a probationary officer's compliance with Act 120 shall be maintained in their training file.

- A. The Field Training Program shall consist of a fifteen (15) week period. The initial two (2) week period shall consist of administrative work, department training and required certifications. During the following twelve (12) week period, probationary officers will be assigned to each of the three (3) shifts, with a Field Training Officer. The last and fifteenth (15) week, the probationary officer shall return to their original Field Training Officer, for a final evaluation of the probationary officer's progress. Probationary officers with prior police experience who demonstrate the ability to perform solo assignments may, upon recommendation of the Field Training Officer, be released from the program after week eight (8). If remedial training is required, an extension of the Field Training Program may be approved and implemented.
  
- B. The Field Training Program consists of five (5) phases:
  - 1. Phase 1 (2 Weeks)  
Consists of administrative and class room training
  - 2. Phase 2 (4 weeks)  
Consists of methods and policies of the department, developmental skills, and performance competency. As phase 2, 3, and 4 progress the workload distribution will gradually increase for the Probationary Officer and decrease for the Field Training Officer.
  - 3. Phase 3 (4 weeks)  
Continues in the methods and policies of the Department, developmental skills, and performance competency. The workload will gradually increase for the probationary officer and decrease for the field training officer from the previous phase.
  - 4. Phase 4 (4 Weeks)  
Continues in the methods and policies of the Department, developmental skills, and performance competency. The workload distribution will gradually increase for the probationary officer and decrease for the field training officer from the previous phase.
  - 5. Phase 5 (1 Week)  
The initial field training officer from Phase 2 will serve as an observer while patrolling with the probationary officer to determine if he/she is ready for release from the Field Training Program and to solo patrol.
  
- C. Supervision of the Field Training Program
  - 1. Field Training Coordinator  
The Field Training Officer (FTO) Coordinator has the overall responsibility for the implementation of the Field Training Officer Program. This includes the assignment of Field Training Officers, the assignment of probationary officers to various shifts, and the scheduling of periodic meetings. The FTO Coordinator shall be responsible for informing the Chief of Police of the probationary officer's individual progress.

The FTO Coordinator shall have a monthly review of each probationary officer's documentation for the purpose of assessing the probationary officer's progress, as well as the effectiveness of the Field Training Officer Program.

D. Field Training Officer Supervisor

The duties of the Field Training Officer (FTO) Supervisor are to ensure that the training and evaluation processes are accomplished. The FTO Supervisor will monitor probationary officers' documentation and reports submitted, to monitor the probationary officers' progress.

The FTO Supervisor will ensure that personality conflicts do not arise between a Field Training Officer and a probationary officer. In addition, the FTO Supervisor will ensure that the FTO maintains objectivity, when evaluating a probationary officer.

Prior to the end of the phase, the FTO Supervisor shall meet with the FTO Coordinator to discuss any recommendations, concerns, or incidents that may be pertinent in the status of the probationary officer in the Field Training Program.

The FTO Supervisor shall meet at the end of the phase with the FTO, and the probationary officer at the completion of his tour of duty, for that particular shift, to review the training progress.

E. Field Training Officer (FTO)

1. Responsibilities of the FTO

The Field Training Officer assists in developing the probationary officer into a police officer who will safely, efficiently and equitably perform their duties. To accomplish this, the FTO must assume two primary roles; a police officer with full patrol responsibilities and a trainer of new officers.

The FTO is required to complete the evaluations and supplemental additional documentation, when required. It is the responsibility of the FTO to secure the Field Training Officer Manual when it is not in use to ensure the confidentiality of the evaluation.

2. Qualifications for Field Training Officer

- a. Minimum of one year of service as a University of Pittsburgh Police Officer
- b. Possess qualities such as leadership, maturity, patience, fairness, dependability, good judgment and decision making ability.
- c. Possess good communication and writing skills
- d. Be in good standing with the University of Pittsburgh Police Department

When the need to fill vacancies in the Field Training Officer Program arises, all commissioned officers shall be notified. Interested and qualified officers shall submit a written request to the Field Training Coordinator. Qualified officers will be reviewed by the Field Training Coordinator to determine which officers will be recommended to the Chief of Police for acceptance into the FTO Program.

F. Evaluation Methods and Reporting Responsibilities

The Field Training Officer Program is designed to measure the effectiveness of the Department's selection and training process by allowing feedback through the respective phases regarding a Probationary Officer's strengths and weaknesses. The system utilizes a standardized approach to the documentation of the Probationary Officer's performance by the Field Training Officer. Evaluations were designed to accurately determine the Probationary Officer's level of competency.

The Field Training Officer Program provides a structured development of the Probationary Officer in coordination with accurate, concise and thorough information relevant to all job tasks. Furthermore, the structured development incorporates the evaluation procedures to ensure proper development within standards set by the Department.

The Field Training Officers will utilize a Daily Activity Log, Weekly Observation Report, Phase Observation Report and OT Incident Reports. In addition, the Field Training Officer will utilize and evaluate the Probationary Officer's Incident Reports, Arrest Reports, Traffic Citations, Non-Traffic Citations, and any other patrol forms or documentation to fairly assess the Probationary Officer's progress.

G. Police Academy Liaison

Per the University of Pittsburgh Police Association Contract, Article 24, Education Benefits, Section 24.2, eligible employees who have successfully completed the selection process for the position of Police Officer may be hired as a Police Officer and enrolled in a police academy program. The probationary officer must successfully complete the Act 120 training. The probationary officer's training will be monitored by the Chief of Police, or their designee. The Chief of Police, or their designee, shall maintain a liaison status with the police academy throughout the training period. Updates and reports may be requested from the academy staff to determine the status of the recruit.

H. Field Training Officer Education Requirements

1. Initial Training

Officers chosen as Field Training Officers shall be enrolled in an Initial Field Training program provided by the Penn State University Institute for Continuing Justice Education and Research, or a comparable training program.

2. In-service Training

Field Training Officers shall complete any training necessary to maintain the initial certification, or to update Department Field Training Officers concerning training goals, objectives, protocols, and/or modifications to policies/procedures which affect the Field Training Officer Program.

I. End of Training Recommendation

During Phase 5 of the training the Field Training Officer from the Probationary Officer's Phase 2 training will meet or contact the Field Training Coordinator, Field Training Supervisor, and the Probationary Officer for an End of Training Recommendation.

Field Training Officers may recommend that a Probationary Officer's training be extended beyond the amount of days in the scheduled phases. An Extension may be granted by the Chief of Police when issues are identified that may hinder the Probationary Officer's performance, or if the Probationary Officer is behind schedule to the extent that they could not be expected to "catch up" under normal circumstances.

At the end of Phase 5, the Field Training Officer will, through the Field Training Coordinator, make a recommendation of the Chief of Police as to the status of the Probationary Officer.

The recommendation shall be one of the following:

- The Probationary Officer is ready for assignment to solo patrol
- The Probationary Officer needs additional training
- The Probationary Officer should be released from the Department