


Field Training

417.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

417.2 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Mt. Lebanon Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

417.3 POLICY

It is the policy of the Mt. Lebanon Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

417.4 FIELD TRAINING

The Department shall establish minimum standards for field training, which should be of sufficient duration to prepare officer trainees for law enforcement duties and be in compliance with Municipal Police Officers' Education and Training Commission (MPOETC) requirements. The field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive, and professional manner, in accordance with the general law enforcement duties of this department. Field training for all officers shall be a minimum of 160 hours after the required classroom training.

To the extent practicable, field training shall include procedures for:

- (a) Issuance of training materials to each trainee at the beginning of field training.
- (b) Daily, weekly, and monthly evaluation and documentation of the trainee's performance.
- (c) A multiphase structure that includes:

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1. A formal evaluation progress report completed by the FTOs involved with the trainee and submitted to the Training Lieutenant and FTO coordinator.
 2. Assignment of the trainee to a variety of shifts and geographical areas.
 3. Assignment of the trainee to a rotation of FTOs and field assignments in order to provide for an objective evaluation of the trainee's performance.
- (d) The trainee's confidential evaluation of the assigned FTOs and the field training process.
- (e) Retention of all field training documentation in the officer trainee's training file including:
1. All performance evaluations.
 2. A certificate of completion certifying that the trainee has successfully completed the required number of field training hours.

417.5 FIELD TRAINING LIEUTENANT

The Chief of Police shall delegate certain responsibilities to the Field Training Lieutenant. The Field Training Lieutenant shall be directly responsible to the Operations Deputy Chief of Police or the authorized designee.

The Field Training Lieutenant may appoint a Field Training Coordinator or other designee to assist in the coordination of FTOs and their activities.

The responsibilities of the Field Training Lieutenant include, but are not limited to:

- (a) Assignment of trainees to FTOs.
- (b) Conducting FTO meetings.
- (c) Maintaining and ensuring FTO and trainee performance evaluations are completed.
- (d) Maintaining, updating and issuing department training materials to each FTO and trainee.
- (e) Developing ongoing training for FTOs.
- (f) Mentoring and supervising individual FTO performance.
- (g) Monitoring the overall performance of field training.
- (h) Maintaining a liaison with police academy staff on recruit officer performance during academy attendance.
- (i) Performing other activities as may be directed by the Operations Deputy Chief of Police.

The FTO coordinator will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position.

417.6 FTO SELECTION, TRAINING AND RESPONSIBILITIES

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417.6.1 SELECTION PROCESS

The selection of an FTO will be at the discretion of the Chief of Police or the authorized designee. Selection will be based on the officer's:

- (a) Desire to be an FTO.
- (b) Corporals should serve as FTOs.
- (c) Experience, which shall include a minimum of two years of patrol experience, two of which shall be with this department.
- (d) Demonstrated ability as a positive role model.
- (e) Successful completion of an internal oral interview process.
- (f) Evaluation by supervisors and current FTOs. The evaluation will be based on work performance, report writing skills, decision making ability, job knowledge, ability to work independently and appearance/fitness.
- (g) Possession of, or ability to obtain, department-approved certification.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance by the Field Training Lieutenant with the approval of Police Administration..

417.6.2 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.

417.6.3 TRAINING MATERIALS

The FTO shall receive training materials outlining the requirements, expectations, and objectives of the FTO position. FTOs shall refer to their training materials for evaluation guidelines or the FTO coordinator regarding specific questions related to FTO or field training.

417.6.4 RESPONSIBILITIES

The responsibilities of the FTO include, but are not limited to:

- (a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.
 - 1. The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
 - 2. The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.
- (b) Completing and reviewing daily performance evaluations with the trainee.

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- (c) Completing and submitting a written evaluation on the performance of his/her assigned trainee to the Field Training Lieutenant.
- (d) Completing a detailed weekly performance evaluation of his/her assigned trainee at the end of each week.
- (e) Completing a monthly evaluation report of his/her assigned trainee at the end of each month.
- (f) Providing the Field Training Lieutenant with a verbal synopsis of the trainee's activities during any unusual occurrence needing guidance or clarification.