

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	9.04
		Original Issue Date	Reissue/Effective Date
		11/18/20	11/19/20
Order Title: RECRUIT TRAINING		Accreditation Standard: POSTC: 1.13.3, 1.13.7	Section
		9	
Rescinds: 2.6.2.17, 2.6.2.18, 2.6.2.19, 2.6.2.20, 2.6.2.2.21, 2.6.2.22, 2.6.2.23		Section Title	
		TRAINING	
		Rebeca Garcia, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE:

The purpose of this general order is to establish a written directive that describes the Bridgeport Police Department’s procedures related to the Recruit Training Program for sworn officers.

II. POLICY:

It is the policy of the Bridgeport Police Department that all newly hired, sworn officers shall complete a required recruit-training program prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest.

[REDACTED]

The Commanding Officer of the Training Division shall be responsible for the administration of the Field Training and Evaluation Program for new police officers.

The delivery of efficient and effective services requires that the Department properly train newly hired police officers through a formal Field Training and Evaluation Program in order that police recruits receive the highest quality of on-the-job training in the field. This program provides the necessary field training for new police officers in order to effectively perform their duties.

III. PROCEDURE

A. Recruit Training Program for Sworn Officers

1. All newly hired, sworn officers of the Department will complete a recruit training program and possess the proper certification from the Connecticut Police Training Academy prior to any routine assignment, in any capacity, in

which the officer is allowed to carry a firearm or is in a position to make an arrest.

2. All newly sworn officers will receive basic training in accordance with the Connecticut Police Officers Standard and Training Council (POSTC). Generally, such training will take place at the Bridgeport Police Academy. This does not preclude newly hired sworn personnel from acting in positions within the Department prior to their attendance at the Academy, provided the recruit is not allowed to carry a firearm or is in a position to make an arrest.

[REDACTED]

[REDACTED]

B. Recruit Training Program Curriculum

1. The Recruit Training Program will include the following criteria:
 - a. A curriculum based on tasks of the most frequent assignments and associated duties of officers who complete recruit training; and
 - b. Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities for the position.
2. The Bridgeport Police Academy provides recruit basic police training, which includes a curriculum based on the tasks of the most frequent assignments associated with the duties of officers who complete recruit training, such as report writing, field interrogation, and traffic enforcement.
3. Connecticut General Laws, as amended, authorizes POSTC with the power to establish standards of training for local police departments, including minimum basic training requirements that police officers shall complete before being certified by the Academy.
4. A probationary officer who fails to complete police certification requirements pursuant to CGS § 7- 294e (Recertification of police officers) may be terminated.

C. Field Training Program Introduction

[REDACTED]

2. The Commanding Officer of the Training Division shall administer the

Department's Field Training and Evaluation Program, which shall meet or exceed POSTC requirements. The program shall include, at a minimum, provisions for the following:

- b. Selection process for Field Training Officers
- c. Supervision of Field Training Officers
- d. Liaison with Training Academy Staff
- e. Training and in-service training for Field Training Officers
- f. Rotation of field training assignments
- g. Guidelines for the evaluation of recruits
- h. Reporting responsibilities of Field Training Officers

2. Recruits shall also be provided with an "employee orientation" program, generally upon graduation from the police academy, with the goal of orienting the recruit to the organization and specific policies and procedures.

a. Objectives of the Patrol Officer Field Training and Evaluation Program

- 1) To complement the required police academy training curriculum.
- 2) To provide the recruit with the basic skills, knowledge, and ability necessary to perform independently and competently as a police officer.
- 3) To develop proper and positive attitudes toward discipline and organizational values based upon our Department's goals and objectives, which are essential to the effective operation of the agency.
- 4) To serve as an extension of the hiring process by which the decision to retain or terminate an individual is facilitated through close observation and documentation of performance.

b. The Patrol Officer Field Training Program

The Patrol Officer Field Training and Evaluation Program is not considered to be completed until the recruit and his/her field training officer have completed a review of all items in the field-training guide. The training program for recruit police officers is divided into several phases.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The final recruit evaluations are presented to the FTO Coordinator and the OIC of Training. Upon successful completion of the Program, the recruit is placed on solo duty for the remainder of the Probationary Period.

At least two weeks prior to the completion of the Probationary Period, a Review Board, consisting of the FTO Coordinator and the OIC of Training, shall review the recruit's performance and make its recommendation to the Chief of Police to either retain the recruit as a Permanent Employee, extend FTO or recommend dismissal. The Chief of Police shall make the final determination as to the future status of the recruit.

D. Selection Process for Field Training Officers

1. The Department's selection process for Field Training Officers is crucial to the success of the program as many of the values, tactics, and attitudes of Field Training Officers are transmitted to inexperienced officers. To accomplish this goal, the Field Training Officer must assume two primary roles:
 - a. That of a police officer assuming full patrol responsibilities, and
 - b. That of a trainer of recruit officers.

2. Officers interested in serving as an FTO should make their interest known through the chain of command. Candidates will be evaluated and selected by a supervisory review process, as determined by the Chief of Police. Officers interested in becoming Field Training Officers should have the following qualifications:
 - a. At least three years of law enforcement experience with this agency
 - b. Demonstrated adequate skill, knowledge, and ability to perform the tasks that will be taught to the trainee
 - c. Demonstrated a positive attitude toward the job and profession
 - d. Be enthusiastic, able to inspire confidence, and motivate the trainee to

- seek the best possible results.
- e. Demonstrated a professional appearance
 - f. Professional and personal conduct should be exemplary
 - g. Working knowledge of the law and agency procedures
 - h. Excellent interpersonal skills
 - i. Excellent instructional and verbal skills
 - j. Excellent history of past performance evaluations
 - k. Selected by the Chief of Police or his/her designee from a list of volunteers, which meet the requirements.
3. Upon the need for additional Field Training Officers the Commanding Officer of the Training Division will issue an announcement seeking candidates for the position. The Commander of the Training Division, in consultation with the Chief of Police, will select the new Field Training Officer(s) after a review of the above criteria.
 4. When seeking new FTOs, the Commanding Officer of the Training Division shall seek input and recommendations from the Patrol Division Commanding Officer. These recommendations must also comply with POSTC standards.
 5. New Field Training Officers shall be certified, by successfully completing a training course approved by POSTC, prior to receiving an assignment as a Field Training Officer. Field Training Officers shall receive any contractual stipends/benefits provided for in the *Collective Bargaining Agreement*.

E. FTO Supervisor

1. The FTO Supervisor shall supervise all Field Training Officers.
2. The Field Training Officer assignment is a collateral assignment, which means that the Field Training Officer still is assigned as a patrol officer, who must respond to calls for service and complete other required duties.
3. The Commanding Officer of the Training Division shall have staff authority over the Trainee in administrative and logistical matters concerning the field training program.

F. Liaison with the Academy Staff

1. If the Bridgeport Police Department utilizes an outside police academy, the Commanding Officer of the Training Division has the functional responsibility to maintain liaison with the Connecticut Police Training Academy staff during the basic training of the recruit officer. Contact with the recruit and/or academy staff may assist in determining any potential training problems, or training topics that Field Training Officers may need to pay particular attention to. At times, recruits may need to be referred back to the Bridgeport

Police Academy or outside academy for additional training in the area(s) where they do not demonstrate sufficient proficiency.

2. In addition, POSTC may hold periodic statewide local meetings to gather input on the academy's program and curriculum. The Department will participate in such activities to the extent possible.
3. Liaison with academy staff may also be maintained by virtue of requesting annual copies of the current training curriculum to ensure that what is being taught in the basic training is consistent with our FTO program.

G. Training and In-Service Training of Field Training Officers

1. The Department's Police Academy usually provides initial training and certification to the Field Training Officers. This training will include, but not be limited to, the following skills:
 - a. Formal and informal instructional procedures
 - b. Performance assessment skills and rating errors
 - c. Use of resources to provide training
 - d. Inspection and evaluation of the recruit's equipment, work standards, willingness/ability to learn, service delivery, and performance
 - e. The importance of being a positive role model making recommendations affecting the recruit's continued employment status with this agency
2. To ensure the quality and integrity of the Field Training and Evaluation Program, in-service training will be given to supplement the initial training in areas such as instructional skills, performance evaluation, human diversity, police ethics, policy and procedures, and in other pertinent topics. Field Training Officers may also receive additional training through courses offered by the Connecticut Police Training Academy, or similar facility. The Commander of the Training Division shall conduct periodic in-service training of Field Training Officers at the direction of the Chief of Police.



I. Guidelines for the Evaluation of Recruits

1. Field Training Officers will make and submit reports as required in the Field Training and Evaluation Manual. Field training officers will utilize the Daily Observation Report for the purpose of daily evaluation of the recruit officer.

Evaluations should be rated in a positive mode, accentuating the recruit's strengths and only dwelling on weaknesses when necessary. All evaluations shall be governed by the parameters established in the Standardized Evaluation Guidelines Manual.

2. The FTO will immediately address any topic or area in which the recruit officer receives less than an acceptable rating, or where deficiencies exist. If necessary, a recommendation may be made for additional training, extension of the field-training period, or other action deemed appropriate by the Chief of Police.

J. Reporting Responsibilities of Field Training Officers

1. The FTO will report any problem of a significant nature with the recruit to the Shift Supervisor when it first becomes apparent. The supervisor will review the problem and determine the type of corrective action to be taken. If the problem is not corrected, consultation with the FTO Coordinator and Training OIC shall be made to determine the appropriate course of action.
2. The Field Training Officer is responsible for forwarding the completed forms directly to the Field Training Coordinator. The specific duties and responsibilities are described in the *Field Training and Evaluation Manual*. These forms include:
 - a. *Daily Observation Reports*
 - b. *End-of-Phase Report*
 - c. *Final Evaluation Report*
3. At least one week prior to the end of the anticipated training period, the FTO shall complete and forward through the chain of command, a *Final Evaluation Report*, which will include a recommendation for action (release, additional training, or termination) through the chain of command. The FTO shall forward the report for review to the FTO Coordinator and the Chief of Police, who shall each review and sign the report. If the recruit is recommended for additional training or termination, the FTO shall forward specific information regarding the recommendation.



5. If the recruit does not receive a satisfactory evaluation at the end of this extension, the recruit may be recommended for termination. The issue of continued training, or other corrective action including termination, will be the decision of the Chief of Police.

6. The probationary officer will complete an evaluation report at the completion of the field-training program, which shall be designed to evaluate the training program and the field-training officers. Input received can then be used to improve the program.

K. Patrol Officer Field Training Manual

1. The *Patrol Officer Field Training and Evaluation Manual* contains all the documents required by this program. This booklet will remain in the possession of the Field Training Officer and will be made available to the Trainee, immediate supervisor of the Field Training Officer, and other Supervisors in the employee's Chain of Command, as required.