



TRAINING DIVISION

General Order Number: 28.2

Effective Date: 03/04/2025

POLICY:

The Brookline Police Department recognizes that training is one of its most important responsibilities. The Department realizes that a process of continual training and updating is necessary in order to maintain a high level of professionalism. All aspects of training, whether recruit training, specialized training, in-service training or roll call training, are designed to enhance an employee's ability to perform the functions demanded of police officers in today's society.

A comprehensive training program will help provide the Department with employees who are better prepared to act decisively, intelligently, and correctly in any given situation. It will also increase the effectiveness and productivity of individual employees, and foster greater cooperation between employees and units within the department. All of these benefits enhance the Department's ability to achieve its goals and objectives.

The training program will aid individuals in achieving their career goals and objectives by developing greater job and study skills. The additional exposure to training should also increase an employee's desire to further their personal education.

PROCEDURES:

I. TRAINING DIVISION:

A. PROGRAM DEVELOPMENT: The Training Division will use the following resources in program development:

1. Inspection reports.
2. Staff reports and or meetings.
3. Consultation with field personnel and field observations.
4. Officer surveys
5. Training evaluations.
6. Training deficiencies discovered through internal affairs investigations.

7. Suggestions and recommendations by the Chief of Police, Superintendent and Deputy Superintendents.

B. THE TRAINING DIVISION WILL:

1. Offer or make available, training in areas of policing that will benefit both the department and its employees.
2. Encourage employees, when appropriate, to attend training courses in areas of interest to them.
3. Keep all employees informed of changes in statute law, Town By-Laws, case law, the criminal justice system, training bulletins, trends and department policies, and procedures.
4. It will be the responsibility of all officers to remain current and informed of changes in all of the above-mentioned areas. This will be in accordance with Brookline Police Department Rules and Regulations.
5. Regularly update officers on matters important to the proper execution of their duties by using all available mediums to educate, train, and mentor employees.

II. OBJECTIVES OF THE TRAINING DIVISION: The objectives of the Training Division of the Brookline Police Department are to provide or make available the best possible training programs to all employees within the department. This will be accomplished through a program of mandatory and voluntary training conducted through the department, other criminal justice agencies, outside private or public agencies, and civilian educational institutes in conjunction with a continuous program of roll call and annual training.

III. GOALS OF THE TRAINING DIVISION:

- A. To meet all state and department mandated training requirements.
- B. To develop and enhance the skills that an employee needs to perform their job in a professional manner
- C. To assist the Department to more efficiently and effectively accomplish its objectives.
- D. To provide career development opportunities within the Department.

E. To provide information to all employees on training opportunities nationwide.

IV. MANDATORY TRAINING FOR POLICE OFFICERS: Certain areas of police work require continuous training. The department, or its paid consultants, will conduct mandatory training in each of these areas and administer written, oral or practical tests to ensure that all officers meet or exceed the minimum acceptable standards. The Training Division will set the level of proficiency required to achieve minimum acceptable standards, unless superseded by law or other authoritative body.

THE FOLLOWING TRAINING IS MANDATORY AND WILL BE ATTENDED BY ALL OFFICERS AS NOTED:

A. **FIREARMS TRAINING:** All officers must attend and successfully complete firearms training no less than twice each year. The training will include a qualification course, which must be successfully completed with all authorized weapons. Training will also include training in the Department's Use of Force policy and any other directive specific to lethal weapons/firearms that are approved for use.

1. Each officer must qualify each year with any firearm that the officer is authorized to use. All firearms training shall be in accordance with Municipal Police Training Committee standards.
2. All qualifications shall be under the direction of the department training division and certified Municipal Police Training Committee firearms instructors.
3. All firearms qualification records and officer scores shall be documented and maintained by the Training Division.
4. Prior to the issuance of any weapons to members of the police department, the department armorer shall review, inspect and approve each individual weapon. If any malfunctions or defects are found or if the weapon is found to be unsafe in any manner, the deficiency shall either be rectified or the weapon shall be returned to the manufacturer for a replacement weapon.
5. **OFFICERS WHO DO NOT QUALIFY:** Since an unqualified officer is possibly unable to safely defend his or her life or the life of another, the following procedures are established:
 - a. In the event an officer fails to achieve qualification with their duty weapon, the officer shall be reassigned from their regular duties and assigned to the range.
 - b. The officer will undergo remedial training with the department firearms staff until qualification is achieved.

6. **OFFICERS WHO FAIL TO QUALIFY** due to extended absence, thus rendering their qualification invalid under department policies, shall have their firearms removed until such time as they are able to retrain and successfully complete the state mandated qualification course.
- a. The officer shall be reassigned from their regular duties and assigned to the range upon return to full duty.
 - b. They will undergo remedial training with the department firearms staff until qualification is achieved.
 - c. At the completion of the day or night shoot at the range, where an officer fails to qualify, the duty weapon shall be secured by the range staff. The staff will be responsible for providing it each future date the officer comes to the range to receive remedial training.
 - d. Any officer who does not qualify with their duty weapon, shall not carry that weapon to perform any police function until they are qualified, this includes scheduled details. It is the responsibility of the Training Division to see that the duty weapon is turned in to the property officer.
 - e. The Training Division shall insure that the Chief of Police and the Officer's Commanding Officer, Division Deputy Superintendent, and Detail Officer are notified and updated on the officer's status.
 - f. If the officer is unable to be immediately reassigned to the range, they will be temporarily reassigned to work inside the station.
 - g. Any officer who fails to qualify after such intensive training shall have the circumstances reviewed by the Chief of Police for further action.
- B. All officers will be trained by a certified instructor at least biennially, unless otherwise required, in the use of less than lethal weapons and weaponless control techniques and any policies that would apply. All newly hired sworn personnel will receive and have documented initial training and proficiency testing prior to carrying any less-lethal weapon or for weaponless control techniques prior to assuming any duty with the authority to make an arrest. In the event that an officer is unable to qualify with an authorized less lethal weapon or weaponless control techniques, the officer will be reassigned from their current duties to the Training Division. The officer will undergo remedial training with the Department's Training Unit staff until qualification is achieved. Qualification must be achieved prior to resuming official duties.
- C. **FIRST RESPONDER TRAINING:** First Responder refresher training will be held annually.
- D. **C.P.R. TRAINING:** All members will be trained and certified annually.

- E. **LEGAL UPDATE TRAINING:** All members will receive legal update training annually.
 - F. **DE-ESCALATION TRAINING:** All sworn personnel will receive pre-service training and annual training in de-escalation.
 - G. **BIAS-FREE POLICING TRAINING:** All sworn personnel and non-sworn enforcement personnel will receive initial training and annual training in bias-free policing including the legal aspects.
 - H. **IN-SERVICE TRAINING:** All members will be scheduled for in-service training on a yearly basis in accordance with department policy, contract, MPTC training requirements and state laws.
 - I. Critical training as determined by the Chief of Police, or his or her designee.
- V. **REMEDIAL TRAINING:** Remedial training will be required for all mandatory training in which the minimum standard of performance is not achieved. The department, in order to assist an employee who is having difficulty meeting the required minimum standard of performance acceptable in a specific area, will provide a reasonable period of remedial training. All Remedial training shall be documented.
- VI. **VOLUNTARY TRAINING FOR SWORN PERSONNEL:** Schedules of training programs offered by other approved agencies, such as the Municipal Police Training Committee, Massachusetts State Police, etc., shall be available to all officers upon approval by their division Deputy Superintendent.
- A. Officers wishing to attend training outside of the department shall submit a Training Request Form, an information flyer, or other information outlining the content of the training, and a purchase requisition form if there is a cost associated with the training. These documents shall be submitted through the officer's chain of command to their Deputy Superintendent for approval.
 - B. Once approved by their Deputy Superintendent, the Superintendent shall conduct an appraisal of the training budget and give final approval of the training.
- VII. **SPECIALIZED TRAINING:** Officers selected for specialized unit shall receive initial training or certification prior to working the assignment if required. Officers assigned to a specialty unit must attend refresher training as necessary to maintain their certification. Such assignments may include, but are not limited to:
- A. Field Training Officer
 - B. Detective
 - C. Motorcycle unit
 - D. Crisis Negotiation Team
 - E. Bicycle Unit
 - F. Crash Reconstruction Team

- G. Child Passenger Safety Technician
- H. Special Response Team

VIII. SUPERVISORY AND MANAGEMENT TRAINING: All newly appointed Sergeants will be required to complete “Front Line Leadership Training” provided by the MPTC or comparable program approved by the MPTC. All newly promoted sworn personnel will receive training in suicide detection intervention, and prevention. All other supervisory or management training opportunities shall be at the discretion of the appropriate division Deputy Superintendents. Documentation of this training will be kept in the training file of the employee.

IX. RECRUIT TRAINING: All newly appointed Student Officers of the Brookline Police Department will successfully complete a Recruit Training course, as mandated by Mass. Gen. Law, Chap. 41, Sec. 96B. This will be done prior to the employee performing the duties of a police officer. The training academy will be one approved by the Municipal Police Training Committee (MPTC). In the event that training occurs outside the Brookline Police Department, The Lieutenant in charge of Training, or designee, will maintain communication with that Academy.

A. While attending the recruit training academy, all student officers from the Brookline Police Department will be bound by the rules, regulations and procedures of the academy, as well as the regulations and procedures of the Brookline Police Department.

X. ATTENDANCE: All employees assigned to a training program must report at the time and location specified, with the proper material and equipment necessary to complete the course. Attendance at in-service training is mandatory. Only with the approval of the Lieutenant in Charge of Training may an employee not attend an in-service training program.

A. An officer reporting late will be carried as late for a tour of duty. An officer not reporting to a scheduled training session will be considered missing a tour of duty and the officer will be required to submit a special report.

B. If a scheduling conflict prohibits an employee from attending the training, the employee shall contact the Training Lieutenant informing the Lieutenant of the conflict. The Training Lieutenant will ensure all required training is rescheduled.

C. Attendance of in-house training sessions will be taken at the start of the training.

D. Attendance at training sessions conducted by outside agencies will be monitored by the Lieutenant in charge of Training. It will be the responsibility of the most senior superior officer present to submit a report of the officers present to the Lieutenant in charge of Training. If no superior officer is present, then the most senior officer shall submit a report of the officers present to the Lieutenant in charge of Training.

XI. INSTRUCTORS: All department instructors will submit copies of their lesson plans,

tests and other related materials to the Lieutenant in charge of Training for approval. This approval shall be documented. The Lieutenant in charge of Training will prepare the necessary guidelines and format for lesson plan development. Lesson plans must include expected performance objectives and set qualification standards for the course instruction. Lesson plans should establish the purpose of the instruction as well as the content of the training and instructional techniques to include any tests used in the training. All lesson plans used by course instructors will be maintained on file by the Lieutenant in charge of the Training Division. All instructors must also submit a resume qualifying their expertise in the subject matter to be presented.

The Lieutenant in charge of Training will be responsible for reviewing all lesson plans to assure they meet the necessary criteria for instructional training. Also, any tests being used for instructional training will be submitted by the instructor to the Lieutenant in charge of Training for review.

Instructors enlisted from agencies outside the Department will also be required to submit copies of their lesson plans, a resume, and will be subject to review by the Lieutenant in charge of Training. The instructor must meet all requirements of department instructors.

- XII. TRAINING RECORDS:** The Lieutenant in charge of Training will record all training by department personnel. The records will include course content and lesson plan, names of agency employees attending the training and any test scores if tests were administered.

When an officer attends a training program at an outside agency, they shall supply the Lieutenant in charge of Training with a copy of the programs syllabus or outline as well as any certifications received. The officer may keep the original copy of the certification.

Employee training records will be updated on a continual basis and shall be held for at least ten years after separation from the Department.

- XIII. CIVILIAN EMPLOYEES:** As a part of orientation, the Brookline Police Department will provide every new civilian employee with information regarding employee benefits. The Town of Brookline Human Resources Division will give every new employee a written New Employee Packet. This packet will detail employee rights, benefits and Town Policies. New employees are given a verbal summary of employee rights, benefits and Town Policies and afforded the opportunity to ask clarifying questions.

Civilian employees in the police department shall have access to the Brookline Police Department Manual/Rules and regulations. They shall be made aware of the specific areas that affect their positions prior to assuming job responsibility.

Civilian Employee Orientation Training Program: All Newly appointed civilian/non-sworn personnel will complete an orientation class consisting of specific information. The following information will be provided:

- A. The Department's role, purpose and goals

- B. Policies and procedures (pertaining to the position)
- C. Working conditions and regulations
- D. Employee responsibilities
- E. Employee's rights

XIV. TRAINING FOR CIVILIAN PERSONNEL: Schedules of upcoming training programs will be forwarded to affected personnel. Approval of the course will be based on the needs of the Department as well as the employee's goals, objectives, abilities and field of expertise. Remedial training will be provided as needed and shall be documented. In the event that the employee is unable to make a training assignment, they shall inform their immediate supervisor who will ensure that any mandatory training is rescheduled.

Prior to assuming job responsibilities, all civilian employees of the Department will receive pre-service (on the job) training related to their assignment. These training courses are job specific and listed below. If the topic requires in-service training, it is noted. If an employee has an existing, active certification, they will provide documentation to the Training Lieutenant.

- A. Dispatcher
 - 1. Public Safety Telecommunications
 - 2. NG911 Operations
 - 3. 16-Hours of Job Specific in-service training
- B. Administrative Clerks
 - 1. C.O.R.I
- C. School Traffic Supervisor
 - 1. Mental Health Training (Initial and In-service Training)
- D. Parking Control Officer
 - 1. Parking Enforcement Operations
 - 2. Bias Free Policing (Initial and In-service Training)
 - 3. Mental Health Training (Initial and In-service Training)

XV. TRAINING REIMBURSEMENT FOR EMPLOYEES:

- A. Eligibility for reimbursement will be based on the Collective Bargaining Agreement (CBA) governing that employee, and the policies of the Brookline Police Department and the Town of Brookline. All requests for reimbursements must be approved by the Chief of Police or their designee before incurring the expense. Estimated expenditures should be submitted along with any training request.
- B. Employees may be eligible to receive reimbursements for reasonable training-related expenses. Such reimbursements may include:

1. Registration fees
 2. Overnight accommodations
 3. Airfare
 4. Milage
 5. Meals
 6. Training materials and equipment
- C. There are no per diem limits, however, they should be reasonable and itemized receipts of purchases must be submitted.
- D. Request for reimbursement will be submitted to the Public Safety Business Office. Documents will include all itemized receipts and a completed Expense Statement form.

XVI. RECRUIT FIELD TRAINING PROGRAM

A. GENERAL CONSIDERATIONS AND GUIDELINES:

1. Following the successful completion of a Basic Police Training Academy, all Probationary Police Officers shall serve a one-year probationary period, complete in-house training and participate in a ten (10) week Field Training Program. Any lateral transfers, police officers hired from a Civil Service list, and reemployed police officers will participate in the Field Training Program. Field training for these officers will not be less than four weeks (160 hours) of training in the field outside of any required classroom instruction.
2. The content of the program will consist of, but not be limited to, the following: Introduction to the Field Training Program; administrative procedures; in-house instruction on Brookline Police Department policies and procedures, rules and regulations; de-escalation; use of force; bias-free policing; mental health training; an introduction to report writing; familiarization with the accreditation process; and active field training which includes rotating shift assignments while assigned to Field Training Officers.

B. DUTIES AND RESPONSIBILITIES

1. **COMMAND RESPONSIBILITY:** The Community Service Division Commander is responsible for the Field Training Officer (FTO) Program. The Division Commander will be assisted by the Field Training Coordinator (Training Lieutenant) and the Field Training Manager (Patrol Division Sergeant). There may be more than one Field Training Manager.

a. Duties and Responsibilities of the Field Training Coordinator

- i. Oversee the FTO Program.

- ii. Appoint a patrol sergeant(s) to act as the Field Training Manager.
- iii. Serve as a liaison between the BPD and the MPTC sanctioned academy the recruit officers are attending.
- iv. Ensure that the Field Training Manager and other Patrol Sergeants work closely with the FTOs and Probationary Police Officers and address any issues or concerns that occur on their shift.
- v. Coordinate with the Deputy Superintendent assigned to the Patrol Division to develop and maintain an assignment schedule for each FTO and Probationary Police Officer. The training schedule will establish a rotation of field assignments, as well as establish training objectives.
- vi. Be responsible for reviewing completed Daily Observation Reports and any other report drafted by a supervisor regarding a Probationary Police Officer.
- vii. Provide the Command Staff with updates on program status and probationary officer progress.

b. Duties and Responsibilities of the Field Training Manager

- i. Keep the Field Training Coordinator apprised of all events covered in this section.
- ii. Assist the Platoon Commanding Officer in identifying a “Primary FTO” for each probationary officer and coordinate assignments of FTO’s and probationary officers to ensure the probationary officers are rotated through a variety of shifts and FTO’s.
- iii. Monitor the activities of all Field Training Officers and Probationary Police Officers assigned to the FTO Program.
- iv. Review and maintain Daily Observation Reports and any other report drafted by a supervisor regarding a Probationary Police Officer.
- v. Coordinate remedial training needs with the Field Training Coordinator.
- vi. Provide the Field Training Coordinator with updates on program status and probationary officer progress.
- vii. Conduct supervisory spot checks in the field to observe and evaluate the FTOs and Probationary Police Officers.
- viii. Responsible for notifying the Field Training Coordinator in writing of any less than acceptable by Probationary Police Officers.
- ix. Provide an update to the Field Training Coordinator 10 days prior to the anticipated completion of the Field Training Program to determine if the probationary officer will complete the Field Training Program as scheduled or will be recommended for an extension.

- x. Submit a summary report at the end of the Field Training Program to the Field Training Coordinator on all probationary officers in the Field Training Program.
- xi. Submit a ten-month summary report to the Field Training Coordinator on all Probationary Police Officers.

c. Duties and Responsibilities of the Field Training Officers

- i. The position of Field Training Officer (FTO) consists of those patrol officers who meet the selection criteria noted below.
- ii. Officers accepting the position will receive initial training and be certified as an FTO. FTOs will also receive annual in-service training.
- iii. The goal of the Field Training Officer is to improve the probationary officer's training process by being a mentor and a role model for the probationers.
- iv. The Field Training Officer Program establishes career development opportunities within the Department for the FTO. They gain valuable one-on-one supervisory experience as well as knowledge in basic leadership, training skills and personnel performance assessment and coaching techniques.
- v. Field Training Officers are responsible for ensuring that all Probationary Police Officers meet the field training objectives as scheduled. They will also monitor and evaluate the performance of all Police Probationary Police Officers assigned to them during the Field Training Program. The evaluation will be documented on a daily basis by the FTO on the Daily Observation Report.
- vi. The Field Training Officer will help prepare Probationary Police Officers for police service through indoctrination in departmental policies, procedures and requirements of job performance.

C. FIELD TRAINING PROGRAM PROCEDURES

1. Following the successful completion of a Municipal Police Training Committee (MPTC) approved Basic Police Training Academy, all Probationary Police Officers will be assigned to the Training Division and shall complete an in-house training program consisting of, but not limited to, the following: Introduction to the Field Training Program; administrative procedures; in-house instruction on Brookline Police Department policies and procedures, rules and regulations; de-escalation; use of force; bias based policing; mental health training; an introduction to report writing and familiarization with the accreditation process.
2. Following the Successful completion of the in-house training program, Probationary Police Officers will be assigned to the Field Training Program under the supervision of the Field Training Officers and Field Training

Supervisors for a period of 10 weeks. During this time, each Probationary Police Officer will be assigned in some combination to the 1st Platoon for four weeks, the 2nd Platoon for four weeks and the 3rd Platoon for two weeks.

While assigned to the Patrol Platoons each Probationary Police Officer will be assigned to a Field Training Officer for that shift. The Commanding Officer of the Platoon shall make this assignment. It is recommended that whenever possible, the Probationary Police Officer should be assigned to the same Field Training Officer for at least two weeks before being assigned to a new Field Training Officer. In the event the Probationary Police Officer's assigned Field Training Officer is not working, the Probationary Police Officer will be assigned to another Field Training Officer for the shift. At the end of the shift, the field the Field Training Officer shall complete a Daily Observation Report, review that report with the Probationary Police Officer and submit that report to the Field Training Supervisors, the Deputy Superintendent of the Community Services Division and the Deputy Superintendent of the Patrol Division.

In instances where a certified Field Training Officer is not available, the Commanding Officer of the platoon on duty will select an officer to train the probationary officer for the day. A Patrol Sergeant working that shift will complete the Daily Observation Report, review that report with the Probationary Police Officer and submit that report to the Field Training Supervisors, the Deputy Superintendent of the Community Services Division and the Deputy Superintendent of the Patrol Division.

The Field Training Manager will provide an update to the Field Training Coordinator 10 days prior to the anticipated completion of the Field Training Program to determine if the probationary officer will complete the Field Training Program as scheduled or will be recommended for an extension.

3. Upon the completion of the ten-week Field Training Program, the Probationary Police Officer will assume a regular assignment to a Patrol Platoon. Their regular assigned Patrol Supervisor will submit a monthly report as to their progress. The Patrol Sergeant will review the report with the Probationary Police Officer and forward the report to the Platoon Commanding Officer, the Field Training Supervisors, the Deputy Superintendent of the Community Services Division and the Deputy Superintendent of the Patrol Division for review. This procedure will continue through the eleventh month of the officer's probationary period.

The Field Training Coordinator will ensure that the Probationary Officer's monthly report is uploaded to their Daily Observation File in PowerDMS. Once the monthly report is uploaded into PowerDMS, the Probationary Police Officer and a Field Training Manager will be required to electronically sign the report.

During the First week of the 10th month of the probationary period, the Field Training Coordinator, Field Training Manager(s), Superintendent, the Deputy Superintendent of the Patrol Division and the Deputy Superintendent of the Community Services Division shall meet to make a determination on retention of each Probationary Police Officer. At the beginning of the second week of the tenth month of the probationary period, a written report shall be submitted by the Superintendent to the Chief of Police as to their recommendations.

In the interest of public safety, if a supervisor feels that a Probationary Police Officer may pose a risk to themselves or others during the training program, the supervisor shall immediately remove the Probationary Police Officer from the training program and submit a complete report on the matter to the Platoon Commander, Field Training Supervisors, the Deputy Superintendent of the Patrol Division and the Deputy Superintendent of the Community Services Division. An assessment as to the need of remedial training or other actions will be determined by the Chief of Police.

D. DAILY OBSERVATION REPORTS

1. The Daily Observation Report is designed to record the daily performance of each Probationary Police Officer in multiple areas. These reports are guidelines used for evaluation of recruits by Field Training Officers and are subject to change from time to time as the Department's needs require.
2. The Field Training Officer will complete a Daily Observation Report on their Probationary Police Officer daily. They will measure the Probationary Police Officer's performance and will assign an appropriate rating on the report form as directed during the FTO training process. Any ratings that are unsatisfactory (or lowest rating scale) or outstanding (or highest rating scale), will require an explanation as to that rating.
3. The Field Training Officer will review the completed Daily Observation Report with the Probationary Police Officer. The report will be signed by the Field Training Officer and forwarded to Field Training Supervisors, the Deputy Superintendent of the Community Services Division and the Deputy Superintendent of the Patrol Division for review. The Field Training Coordinator will ensure that the Probationary Officer's Daily Observation Report is uploaded to their Daily Observation File in PowerDMS. Once the Daily Observation Report is uploaded into PowerDMS, the Probationary Police Officer and a Field Training Manager will be required to electronically sign the report indicating that they have viewed the DOR. The Probationary Police Officer's Daily Observation File will contain all of their daily evaluations as well as any monthly reports submitted by their supervisor. The Probationary Police Officer will have access to all of the content in this file.
4. A Probationary Police Officer may appeal any ratings on their Daily Observation Report by requesting a review with the Field Training Manager. The Field

Training Manager will meet with the Probationary Police Officer, discuss and review all disputed ratings and allow the Probationary Police Officer to record their comments in writing. These comments will be attached to the Daily Observation Report form. The Field Training Manager will forward a report to the Field Training Coordinator who shall have the final resolution of the dispute.

5. Probationary Police Officer's Daily Observation Reports and monthly reports submitted by their Sergeants shall be retained for a minimum of one year after the completion of their twelve-month probationary period.

E. SELECTION OF FIELD TRAINING OFFICERS (FTO)

1. Police Officers from the Patrol Division who meet the selection criteria noted below and are interested in becoming a Field Training Officer (FTO) will submit a request, in writing, through their chain of command. Their Commanding Officer will forward the officer's request and their recommendation to Patrol Division Commander and the Field Training Coordinator. The Patrol Division Commander, the Field Training Coordinator and the Field Training Manager will review all requests, and then make a final selection of Field Training Officers.
2. Participation in the FTO Program and acceptance of an FTO position will be voluntary.
3. An FTO will be selected based on the following selection criteria:
 - a. A review of the officer's attendance and disciplinary records will be conducted.
 - b. Academic and professional education programs completed will be reviewed and considered.
 - c. Candidates may be interviewed as part of the selection process.
 - d. The FTO will be selected based on the above criteria and on the operational and training needs of the department.

F. TRAINING

1. The Field Training Coordinator, Field Training Manager(s) and the Field Training Officers will receive initial FTO training approved by the MPTC, and annual in-service training on the FTO program.

G. REMOVAL FROM THE FIELD TRAINING PROGRAM

1. Officers may be removed from the FTO program in accordance with the following procedures:
 - a. Voluntary Removal: FTOs may request to voluntarily remove themselves from the position with a thirty (30) day written notice to

the Patrol Division Commander. During that thirty (30) day period, the Department may institute the selection process to fill the position. If there are insufficient volunteers to fill the open position, the Department may continue to assign the officer as an FTO.

- b. Involuntary Removal:** In the event that the Field Training Coordinator feels that an FTO is not performing their duties satisfactorily (either in their FTO role or otherwise), a report will be submitted with a recommendation to the Deputy Superintendent of the Community Service Division regarding whether or not that officer should continue as an FTO. The Deputy Superintendent will then make a determination whether the FTO should be removed from the program, given remedial training, or any other actions that they deem appropriate.

XVII. RELEASE OF TRAINING RECORDS: No training record, or any information held in a training record of any member of the department, will be released to any outside agency without the permission of the Chief of Police.