



POLICY TITLE:	<i>Field Training Program</i>	STANDARD/REF #:	33.4.2a,b; 33.4.3
APPROVED BY:	<i>David Dostal, Chief</i>	REVIEWED DATE:	6/5/2025
REQUIRED REVIEWERS:	<i>Patrol Captain, FTP Program Manager</i>	REVISED DATE:	6/5/2025

POLICY/PURPOSE:

The purpose of the Cedar Rapids Police Department's (CRPD)'s Field Training Program (FTP) is an extension of the law enforcement selection process combining problem solving skills and on-the-job training with an objective performance assessment to ensure that the standards of a competent law enforcement officer are met. The goal of the field training and evaluation process is to improve the overall effectiveness and efficiency of law enforcement service delivery by:

- Improving the overall applicant screening process:
 - Field training and evaluations are a logical extension of the department's overall applicant screening process. It is designed to facilitate on-the-job observations and performance assessment as well as assess the relative effectiveness of the candidate's recruitment, testing, selection and academy training/certification process.
- Establishing a Probationary Police Officer Appraisal Process:
 - The program is designed to provide a valid, job-related, post-academy evaluation of the probationary law enforcement officer's performance utilizing a standardized and systematic approach to job/task performance documentation. Specific documentation of performance serves as the criteria for the retention or termination of the probationary officer. [33.4.2a,b]
- Improving the Probationary Police Officer training process:
 - The program provides on-the-job, post-academy instruction via Field Training Officers (FTO) serving as mentors/role models for probationary officers to expedite the application of knowledge, skills, and abilities in concert with department and community expectations for quality law enforcement service. The uniformity of the field training process assists in bringing the probationer up to speed to certify for solo patrol operations.
- Establishing career opportunities within the department for Field Training Officers:
 - FTOs gain valuable one to one supervisory experiences as well as knowledge that increase basic leadership, training skills, and personal performance assessment as well as enhanced personnel coaching techniques. The Field Training Program provides an alternative career path for job enrichment responsibilities.
- Establishing an improved in-service retraining process:
 - The Field Training Program provides a process to administer retraining and orientation to sworn personnel returning to Patrol Operations after extended absences or non-uniform patrol service assignments:



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- Sworn personnel who have been absent from Patrol for a period of 365 calendar days or more will be assigned with an FTO in order to execute/complete a comprehensive patrol reorientation process.
- During the time such sworn officers are assigned with an FTO they will not be subject to the evaluation process required of a probationary officer in training. The FTO's function is to familiarize the officer with updated policy/procedures, directives, reporting forms/protocols, and in conjunction with the Field Training Officer (FTO), Program Manager and/or Administration Operations Division, ensure that returning personnel meet all Department qualifications standards in skill areas (e.g., use of force, patrol vehicle operations, etc.).

Definitions:

Probationary Officer – A police officer in their first year of employment is considered a Probationary Officer, and as such has no grievance rights for disciplinary action. Refer to The Cedar Rapids Police Bargaining Union contract for additional information.

Recruit Officer – A Probationary Officer is referred to as a Recruit Officer prior to graduation from the Police Academy.

Organization:

Training Commander:

The Patrol Division Commander shall be directly responsible for the Field Training Program (FTP) and will assign an FTP Program Manager. Prior to the graduation of the recruit, the Administrative Operations Commander or designee will meet with the Patrol Division Commander or designee to determine the initial assignments of the Recruit Officers to patrol.

- The FTP Program Manager shall be responsible for the general control and evaluation of the Field Training Program and shall:
 - Work closely with the FTO Supervisors (assigned at the shift levels) of Probationary Officers during and after the completion of Field Training Program assignments, to determine and correct any training deficiencies.
 - Monitor and evaluate the overall development of Probationary Officers during the probationary period for purposes of ascertaining any deficiencies and resolving them through training and retraining.
 - Facilitate the assembly and dissemination of information relating to a Probationary Officer's progress to the Patrol Division Commander.
 - Monitor the progress of all Recruit Officers during the last month of their academy training and:
 - Coordinate with the FTP Supervisory Committee to make a recommendation to the Field Training Board regarding Probationary Officer's development and



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submit it to the Chief of Police with a recommendation to retain, recycle (extend training), or dismiss the Officer.

- All other Department supervisors and field training personnel will be offered the opportunity to provide input to assist in this final probationary period evaluation.
- Upon completion of the FTO phase, the Administration Operations Division shall:
 - Maintain all records, Daily Observation Reports, Bi-Weekly Evaluations, Monthly Evaluations and Phase Check Sheets on probationary officers until they have been retained as a non-probationary employee.
 - Retain records of terminated probationary employees for two (2) years after termination.

Patrol Division Commander:

The Patrol Division Commander shall be responsible for the administration of the Field Training Program after basic academy training, including the solo phase of training.

- The Patrol Division Commander or designee shall be responsible for planning, directing, and evaluating field training assignments and any changes in such assignments or variations in the length of the assignments.
- Any conflicts arising in the chain of command, due to the Field Training Program, are to be brought to the attention of the Patrol Division Commander.

Training Coordinator:

The Training Coordinator will act as a liaison between the Police Academy, academy staff, and Recruit Officers. The Training Coordinator will also sit on the FTP Supervisory Committee. [33.4.3d]

Probationary Officers:

Probationary Officers shall be assigned to the Patrol Division or Community Services Division unless otherwise ordered by the Chief of Police.

- Each Probationary Officer who is assigned to the Patrol Division or Community Services Division shall be placed in a field training and evaluation assignment under the supervision of the Patrol Commander and FTO as defined in this order.
 - Probationary Officers will train with FTOs for a minimum of 20 weeks. [33.4.3a]
 - The field training assignment shall be predetermined and will be varied only when a Probationary Officer needs retraining or for scheduling conflicts.
 - During the training and evaluation period, each Probationary Officer shall be assigned to, and spend training time with, a minimum of four (4) Field Training Officers and train on at least two (2) different shifts. [33.4.3f]



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- Probationary Officers assigned to organizational units other than the Patrol Division may be assigned to that unit's FTOs and will be under the direct supervision of the commander of that unit. The commander of the unit will ensure evaluations are completed on time and submitted to the FTP Manager for review.
 - Certified, Iowa Law Enforcement Officers who are new hires to the CRPD may be given an abbreviated FTO schedule at the discretion of the Patrol Division Commander and with the approval of the Chief of Police.
- Each Probationary Officer assigned to an FTO will be issued a Field Training Manual. This manual will contain an overview of the training program, as well as the duties and responsibilities of the Probationary Officer. Also included will be a copy of the evaluation designators, a curriculum based on tasks of the most frequent assignments associated duties, as well as training checklists. Care of this manual will be the sole responsibility of the Probationary Officer during the training period. [33.4.2a]

Chain of Command:

- The Probationary Officer will be responsible to their assigned Field Training Officer during the time the Probationary Officer is in the Field Training Program. Except, when an emergency situation arises, the Probationary Officer will be assigned to a Field Training Officer or supervisor. Non-emergency assignment of Probationary Officers to other than their Field Training Officer or supervisor should be avoided.

Extension of Probationary Officer Training:

The Probationary Officer's Field Training period may be extended upon the recommendation of the FTO Supervisors, Patrol Commanders, the Patrol Division Commander, or the Administrative Operations Commander with approval of the Chief of Police as outlined in the FTP Manual.

Probationary Officer Evaluation Process: [33.4.2b]

The evaluation of post-academy Probationary Officers will consist of the following:

- Daily Observation Reports:
 - Completed by the FTO and reviewed by the Probationary Officer. The FTO Supervisor will review these each week of evaluated patrol shift.
- Bi-Weekly/Monthly Evaluations:
 - Completed by the FTO and reviewed by the FTO Supervisor every two weeks.
- Written Examinations:



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- Probationary Officers may complete written examinations during the Field Training and Evaluation period as required by the FTO or any commander.

- Bi-Weekly Evaluation Report (Solo Phase):
 - Shall be completed by the assigned FTO Supervisor with collaborative assistance from FTO's and other Shift Command/Supervisors.
 - Will be signed by the Probationary Officer and the issuing FTO Supervisor.
 - Once completed will be reviewed by the FTP Program Manager and FTP Supervisory Committee. It will be retained in the Field Training Program file.

- Incident Observation Reports (IOR):
 - Completed by any supervisor, FTO or any non-probationary Officer to correct deficiencies noted during the Probationary Officer's training phase or denote good work.
 - The IOR will be sent to the FTO or FTO Supervisor who will be completing the report. The IOR will be discussed with the Probationary Officer as soon as possible after the IOR is received to note and correct deficiencies. The IOR may be used for good work noted during the rating period as well.

FTP Supervisory Committee:

The Supervisory Committee shall consist of:

- FTP Manager
- FTO Supervisor
- Training Coordinator

This committee will review recruit bi-weekly evaluations, ensure the FTO program is accomplishing its intended goals, make training recommendations, and make recommendations to the Probationary Officer Field Training Review Board on matters regarding when/if recruits should move onto advanced phases.

Probationary Officer Field Training Review Board:

The Field Training Review Board shall consist of:

- Administration Operations Division representative
- Patrol Division Commander (or designee)
- Community Services Division Commander (or designee)
- FTP Manager

- Field Training review board action
 - Required to advance Probationary Officer from field training stage to solo performance.
 - Required to advance Probationary Officer from probationary status to permanent status.



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Probationary Period:

The probationary period for all Probationary Officers will follow Iowa Code 400.8(3).

Probationary Officer Employment Status Process:

- At any time during the probationary period a Probationary Officer is not performing at a satisfactory level, a recommendation for termination may be initiated.
- The Chief of Police (or designee) shall make the final decision reference dismissal.

Disposition of Field Training Evaluations:

- Upon completion of Field Training Review Board action, the Probationary Officer's Field Training Program reports will be filed as follows:
 - Department training file:
 - All forms related to the progress and evaluation of the Probationary Officer to include, but not limited to, Daily Observation Reports (DORs,) Phase Checklists, Evaluation Reports, and Incident Observation Reports from all phases.
 - All other Field Training Program files:
 - Shall be maintained in the departmental training files by the Administration Operations Division.
 - Field Training Program files are confidential and shall be reviewed only by persons with a need to know upon approval of the Chief of Police.

Field Training Officers:

The Field Training Officer:

- Reports to the FTP Manager in all matters regarding the Probationary Officers assignment, evaluations or retraining. The Field Training Officer is the Probationary Officer's direct supervisor and, as such, is responsible for the Probationary Officer. All other matters of supervision are the responsibility of the normal chain of command.
- Shall be responsible for the training and evaluation of the Probationary Officers assigned to them as directed by the FTP Manager or FTO Supervisors.
 - Guidelines for the evaluation of recruits are included in the CRPD Field Training Program Manual under Evaluation Process. [33.4.3g]
- Shall be a sworn officer who has met all posted qualifications of the CRPD's Field Training Program guidelines and successfully completed the Field Training Officer selection process and completed the Field Training Officer School.
- Has two primary roles to fulfill:
 - That of Police Officer assuming full patrol responsibility.



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- That of a first line supervisor and a trainer and evaluator of Probationary Officers.
- Shall receive compensation in accordance with the Cedar Rapids Police Bargaining Union contract.
- Will follow FTO reporting responsibilities located in the CRPD Field Training Program Manual in the section labeled Responsibilities of the Field Training Officer – FTO Training Duties. [33.4.3h]
- May be released from field training and evaluation duties as follows:
 - At the request of the individual concerned
 - By removal of assignment from patrol duties
 - At the direction of the Patrol or Administrative Operations Division Commander
 - At the request of Field Training Supervisors or Patrol Supervisors

Selection Process of Field Training Officers: [33.4.3b]

- Refer to the CRPD directive on Position Vacancies and Transfers.

Field Training Officer Training: [33.4.3e]

- All Field Training Officers and the Field Training Supervisors shall receive formal training consistent with this program. The Administrative Operations Commander will be responsible for in-service training to upgrade their knowledge and skills. This will continue on an ongoing basis, and will include, but not be limited to, updates on criminal law, search and seizure and teaching techniques.

Field Training Supervisors:

The Field Training Supervisors will be designated on each Watch by the respective Watch Lieutenant and are responsible for the coordination and assignment of Probationary Officers throughout the field training period on their assigned shifts.

- The Field Training Supervisor has the dual responsibility of shift supervisor and the training and evaluation of Probationary Officers assigned to the shift. The FTP Manager shall inform the other shift supervisors/command personnel of the progress of Probationary Officers assigned to the shift as necessary.
- The Field Training Supervisors are responsible for the weekly review of the Probationary Officer's Training Manual, FTP Checklist, and Daily Observation Reports to determine if it is up to date and properly completed. If it is not current, the commander should ascertain why it is not, giving special attention to the possible need for remedial training.
- Reports written by the Probationary Officer also serve to identify deficiencies, especially ones of spelling, grammar, neatness, attention to detail, and the general organization of thought. Watch Commanders are responsible for the review of these reports along with the Field Training Supervisors.



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- The FTO Supervisors will monitor the overall training of Probationary Officers assigned to the shift to ensure that Field Training Program standards are being met.
- The FTO Supervisors will ensure monthly evaluations of all Probationary Officers assigned to their shifts are completed and forward the evaluations up the chain of command.

Program Review:

- At the completion of the Field Training Phase, the Department will give Probationary Officers the opportunity to provide feedback on the training program and the Field Training Officers. Information obtained will be confidential and used to assist in the periodic review of the Field Training Program.
- Periodically the Field Training program will be reviewed and recommendations for changes, if identified, will be forwarded to the Patrol Division Commander for consideration.
- FTOs are evaluated upon completion of all Probationary Officer training for the year by the FTO Supervisor, if assigned to a Probationary Officer that year. The evaluations should be completed on the FTO Evaluations form.
 - Field Training Supervisors may conduct additional evaluations of the Field Training Officers at any time throughout the year to ensure the training standards are followed and to ensure the FTO is training Probationary Officers in the appropriate manner following established guidelines and curriculum. [33.4.3c]
 - If additional evaluations are completed, the evaluations should be discussed with the FTO prior to being forwarded through the Chain of Command to the Deputy Chief.