
CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 33.9

SUBJECT: FIELD TRAINING

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PURPOSE:

The purpose of this policy is to establish guidelines for the field training and evaluation process.

DEFINITIONS:

Field Training Commander: The Field Training Commander shall be a Patrol Lieutenant designated by the Police Chief and responsible for administering and evaluating the Field Training and Evaluation Program.

Field Training Coordinator: The Field Training Coordinator shall be a supervisory-level employee designated by the Police Chief responsible for assisting the Field Training Commander with the general administration and evaluation of the Field Training and Evaluation Program.

Field Training Cadre: The Field Training Cadre consists of Field Training Officers, Field Training Sergeants, the Field Training Coordinator, and the Field Training Commander. The cadre will make recommendations concerning advancement through the training phases, extension of training, advancement from probationary status to permanent status, and recommendation for termination of employment for probationary officers.

Field Training Officer (FTO): An FTO is a Class A sworn officer who trains and evaluates probationary officers based upon valid, standardized, and documented observation and measurement of on-the-job performance. All Field Training Officers receive training in the principles of the Field Training Program.

Field Training Sergeant (FTS): An FTS is a shift supervisor responsible for training and evaluating probationary personnel assigned to the shift. All Field Training Sergeants receive training under the supervision of the Field Training Program.

ILETSB Certification: Certification by the Illinois Law Enforcement Training and Standards Board that a person has met the minimum selection and training requirements and is eligible to continue employment as a police officer.

Probationary Officer: Refers to an individual who is ILETSB-certified as a police officer, has been sworn in as an officer of the Department, and is currently on probation.

POLICY:

33.9.1 FIELD TRAINING PROGRAM GOALS

A. The Department's Field Training and Evaluation Program is an extension of the law enforcement selection process that combines field training with objective evaluations to ensure that the standards of a competent police officer are met. The goals of the Field Training and Evaluation process are to:

1. Assist in the Department's overall screening process.
2. Establish a probationary police officer appraisal system. The program is designed to provide a valid, job-related, Post-Basic Training Academy evaluation of probationary police officer performance. The process utilizes a standardized and systematic approach to the documented measurement of a probationary police officer's performance.
3. Establish a program review procedure. The program provides an appraisal system to measure the effectiveness of the Department's selection and training processes by allowing feedback to the trainees regarding their strengths and weaknesses.
4. Provide post-Basic Academy training and on-the-job training to probationary police officers.
5. The Field Training and Evaluation Program is a potential career path within the Department. The FTO gains experience and knowledge that increases leadership and evaluation skills and enhances career opportunities.
6. Establish an improved in-service retraining program. The program provides a system for the retraining and orientation of sworn officers returning to Patrol from extended absences or assignments.

33.9.2 FIELD TRAINING PROGRAM ORGANIZATION

- A. Field Training Program Manual.

1. The Field Training Program Manual has been developed to provide a standard comprehensive study plan for the Field Training Program. The manual also provides a mechanism for evaluating and monitoring the probationary officer's progress in the program.
 2. The Field Training Program Manual will be the primary guide in the probationary officer's progressive training and development. The manual will be utilized while in the field training program. The recruit officer will be responsible for having the Field Training manual immediately accessible at all times while involved in the Field Training Program.
 3. Probationary officers are expected to become thoroughly familiar with the contents of the Field Training Program Manual.
 4. The requirements outlined in the Field Training Program Manual shall be met in a timely manner. The FTO and FTS are responsible for ensuring compliance with this manual.
- B. The Field Training Commander shall be responsible for the following:
1. Monitoring the progress of all probationary employees.
 2. Reviewing the work of the Field Training Coordinator and Field Training Sergeants.
 3. Making recommendations to the Police Chief on retaining, extending, training, and/or dismissing probationary officers.
 4. Attending training sessions and meetings to receive firsthand information concerning probationary officers and evaluating the instructional techniques of Field Training Officers.
- C. The Field Training Coordinator shall be responsible for the following:
1. Disseminating information to the Field Training Cadre on recruit officer academy performance.
 2. Monitoring and evaluating the overall development of probationary officers.
 3. Planning, directing, and evaluating field training assignments.
 4. Maintaining regular contact with officers attending the Basic Academy.
 5. Working closely with shift supervisors of probationary officers to recognize and correct training deficiencies.
 6. Reviewing the weekly evaluations of probationary officers completed by Field Training Sergeants.
 7. Conducting an end-of-probation evaluation of each probationary officer.
8. Preparing the agenda for and moderating training days and Field Training meetings.
 9. Planning Basic Orientation Courses for recent PTI graduates and maintaining the lesson plans for the course.
- D. Field Training Sergeants shall be responsible for the following:
1. Keeping other shift supervisors informed of the progress of probationary officers.
 2. Ensuring the training and evaluation processes are completed using daily observation reports, verbal communication, tests, and personal observations.
 3. Ensuring the probationary officer's Field Training Manual is current and properly completed.
 4. Reviewing reports written by probationary officers.
 5. Monitoring and supervising the overall training of probationary officers assigned to the shift to ensure that standards are met.
 6. Notifying the field training coordinator of significant incidents involving recruits and when Performance Improvement Plans are implemented.
- E. Field Training Officers shall be responsible for:
1. The training and evaluation of the probationary officer assigned to them.
 - a. FTO reports any issues concerning field training to the assigned FTS.
- 33.9.3 ASSIGNMENT OF PROBATIONARY POLICE OFFICERS**
- A. Assignments.
1. Probationary police officers shall be assigned to the Patrol Division unless otherwise ordered by the Police Chief.
 2. Each probationary officer shall be placed in the Field Training Program under the supervision of a Field Training Sergeant and a Field Training Officer.
 3. Once determined, the field training assignment may be varied only when a probationary officer requires additional training or is accelerated.
 4. The Field Training Commander, with the approval of the Deputy Chief of Operations, may continue the field training assignment for a probationary officer beyond the pre-determined time if necessary.
- B. The Field Training and Evaluation Program shall be divided into the following steps:
2. A Basic Orientation Course, which consists of 40 hours of in-house orientation training.

3. STEP 1 – Basic Field Training – 24 certified training days in duration. On the first week of STEP 1, the probationary officer will be an observer/limited participant, and there will be no formal scoring. FTO's will complete Daily Observation Reports [DOR]. Eight (8) DORs in STEP 1 may be waived by the Deputy Chief of Operations if:
 - a. The recruit was re-hired or hired through the Experienced Officer Hiring Program, and
 - b. All syllabus training is completed, and
 - c. A recommendation is made jointly by the Field Training Officer, Field Training Sergeant, and Field Training Commander.
 4. STEP 2 – Intermediate Field Training (IFT) – 24 certified training days in duration. Eight (8) DORs may be waived by the Deputy Chief of Operations if:
 - a. The recruit was re-hired or hired through the Experienced Officer Hiring Program, and
 - b. All syllabus training is completed, and
 - c. A recommendation is made jointly by the Field Training Officer, Field Training Sergeant, and Field Training Commander.
 5. STEP 3 – Advanced Field Training – 16 certified training days in duration, plus a 2-week assignment in Investigations. A waiver for STEP 3 may be granted to those probationary officers who demonstrate superior competence at the completion of STEP 2 with the approval of the Deputy Chief of Operations.
 6. STEP 4 – Evaluation Check-Ride – 8 certified evaluation days.
 7. STEP 5 – Solo Patrol – Constitutes the remainder of the probationary period.
 - a. The officer remains on probationary status, and the assigned Field Training Sergeant monitors the officer's progress. This should be done through personal observations, video reviews, report reviews, and communication with the assigned FTO.
 - b. The officer will be assigned an FTO for the duration of Step 5, and the FTO will complete one check ride per month.
 - c. The FTO will be responsible for meeting with their assigned FTS and scheduling the monthly check rides in advance.
- C. Probationary officer field assignments and the Field Training Officers will be rotated during Field Training Steps 1 through 4.
- D. A Field Training and Evaluation step may be extended for a probationary officer at the discretion of the Field

Training Commander. An officer's probation period may be extended at the recommendation of the Field Training Commander with the approval of the Police Chief.

33.9.4 FIELD TRAINING EVALUATION PROCESS

- A. During STEPS 1 through 4, a DOR will be completed by the Field Training Officer either at the end of the shift or at the beginning of the next shift.
- B. During STEPS 1 through 4, a Weekly Evaluation Report will be completed by the designated Field Training Sergeant for every 40-hour period.
- C. During STEP 5, the designated FTO will complete a monthly check ride and Daily Observation Report to document the evaluation of the check ride.
- D. At the conclusion of STEP 5, the probationary officer will complete a written evaluation of the Field Training Program and forward it to the Field Training Coordinator.

33.9.5 SELECTION AND REMOVAL OF FIELD TRAINING OFFICERS

- A. Selection of Field Training Officers.
 1. The Field Training Commander shall post a notice when there are Field Training Officer openings.
 2. Interested officers will submit written applications to the Field Training Commander.
 3. Officers must meet the following minimum qualifications:
 - a. Sworn Class A officer with the following experience:
 - b. Three (3) years of experience with the Champaign Police Department, or two (2) years of equivalent experience with another police department, or upon consensus recommendation by the Field Training Commander and Field Training Coordinator to the Deputy Chief of Operations. All performance evaluations during the previous twelve (12) month period have, at minimum, met standards.
 4. Qualified applicants will be assessed by an interview panel consisting of the Field Training Commander, Field Training Coordinator, Field Training Sergeant, and one (1) Field Training Officer.
 5. The Field Training Commander will forward his selection/recommendation(s) to the Police Chief for final approval.
 6. Those officers selected shall successfully complete a training program for the position prior to serving as a field training officer. The training program shall be consistent with the Field Training Program objectives.

B. Removal of Field Training Officers.

1. A Field Training Officer may be removed from field training and evaluation duties by request, at the direction of the Field Training Commander, or upon assignment to other than patrol duties.

33.9.6 RECRUIT DISMISSAL PROCESS

- A. A recommendation for dismissal may be initiated by the Field Training Coordinator for any recruit or probationary officer who is not performing at a satisfactory level after sufficient training opportunities and methods have been provided.

- B. Memoranda and recommendations for termination shall be forwarded to the Field Training Commander.

1. The Field Training Commander will prepare a detailed report and forward it to the Police Chief via the chain of command.
2. The Police Chief is solely responsible for the administrative decision regarding any requested dismissal referred by the Field Training Commander.
3. If the Police Chief concurs with the recommendation, the recruit shall be considered dismissed in accordance with the applicable section of the Labor Agreement. Alternatively, the Police Chief may order additional training to be provided to the recruit.

33.9.7 DISPOSITION OF FIELD TRAINING EVALUATIONS

- A. The officer's Field Training and Evaluation Program forms will be filed as follows in the event of termination:

1. Department personnel file:
 - a. Dismissal paperwork.
2. Field Training and Evaluation Program file:
 - a. Maintained in the department training files by officer name.
 - b. Field Training and Evaluation Program files are confidential and shall be reviewed only by persons with a "need to know" upon approval of the Police Chief.

33.9.8 IN-SERVICE RETRAINING FOR RETURNING PATROL OFFICERS

- A. Sworn officers who have been out of Patrol for a period of 365 calendar days or more will be assigned to an FTO for a minimum of four (4) days. This period may be extended up to eight (8) days at the discretion of the Field Training Commander. In cases where sworn officers have been out of Patrol for less than 365 days, assignment to an FTO will be at the discretion of the Deputy Chief of Operations.

- B. During the time such sworn officers are assigned with a FTO, they will not be subject to the formalized evaluations (DOR) required for probationary officers in training. The Field Training Officer's function is to ensure that the officer is familiar with all agency forms, updated policies, procedures, rules and regulations, and to ensure that the returning officer is provided such opportunities as are necessary to meet or qualify in skill areas.

- C. Sworn officers returning to Patrol from extended absences or assignments will receive such retraining and orientation as part of their regularly scheduled patrol duties and, as such, will be assigned as a two-officer unit.

ISSUING AUTHORITY



Timothy T. Tyler
Police Chief
Champaign Police Department