

Police Department Policy and Procedure Manual

Chapter 2 — Personnel

Section Number: 2-6-2
Section Title: Field Training
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I. Policy

- A. It is the policy of the Clive Police Department to provide the Probationary Police Officer a quality, performance-based field training and evaluation program to ensure the standards of a competent law enforcement officer are met.

II. Purpose

- A. The Clive Police Department's Field Training and Evaluation Program is an extension of the law enforcement process combining on-the-job training with objective performance assessment to ensure 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 of law enforcement service by:
 - 1. Improving the overall applicant screening process
 - a. This process is a logical extension of the Clive Police Department's overall applicant process. It is designed to facilitate on-the-job observations and performance assessment as well as assessing the relative effectiveness of the candidate recruitment, testing, selection, and basic academy training / certification processes.
 - 2. Establishing a probationer appraisal process
 - a. The Field Training method is designed to provide a valid, job related, post-Basic Law Enforcement Academy evaluation of the probationer's performance utilizing standardized and systematic approaches to job / task performance documentation. Specific documentation of performance serves as the criteria for the retention or termination of the probationary officer candidate.

3. Improving the probationer training process
 - a. The process provides on-the-job, post-Basic Law Enforcement Academy instruction via Field Training Officers serving as mentors / role models for probationers to expedite the application of knowledge, skills, and abilities in concert with the Clive Police Department's and the Clive Community's expectations for quality law enforcement service delivery. The uniformity of the Field Training and Evaluation process assists in bringing the probationer up-to-speed to certify for solo uniform patrol operations.
4. Establishing career opportunities within the Clive Police Department
 - a. Field Training Officers gain valuable one-to-one supervisory experiences as well as knowledge that increases basic leadership, training skills, and personnel performance assessment as well as enhanced personnel coaching techniques.
5. Establishing an improved in-service retraining process
 - a. Field Training and Evaluation provides a process to provide retraining and orientation to sworn personnel returning to the Uniform Patrol Division after extended absences or non-patrol service assignments.
 - b. Sworn Personnel who have been absent from the Uniform Patrol Division for a period of one year or more will be assigned to a Field Training Officer to complete a comprehensive patrol reorientation process.
 - c. During the time such sworn officers are assigned to a Field Training Officer, they will not be subject to the evaluation process required of probationers in training. The Field Training Officer's function is to familiarize the returning officer with updated policy, procedure, orders, reporting forms, protocols and to ensure these officers meet all Department standards.
 - d. Sworn officers returning to the Uniform Patrol Division will receive this reorientation training as part of their regularly scheduled patrol duties and as such will be assigned as part of a two-officer unit and can be utilized to handle any double car assignments at the discretion of the Field Training Officer.
 - e. The length of this reorientation process will be at the discretion of the Operations Commander.

III. Organization

- A. Operations Commander shall be responsible for the overall administration of the Field Training and Evaluation Program.
 1. The Operations Commander shall be responsible for the general control and

evaluation of the Field Training and Evaluation Program and shall assume the staff monitoring of all Probationary Police Officers for the duration of their probationary employment period.

2. The Operations Commander shall present on-going status reports of probationer development to the Chief of Police.
 3. Whenever possible, the Operations Commander should meet with the Field Training Unit to assess information concerning probationer performance and the uniformity of Field Training Officer instructional techniques.
 4. The Operations Commander shall ensure the dissemination of pertinent information from the Basic Law Enforcement Academy regarding the probationary officer's performance and disseminate it to the Field Training Cadre.
 5. The Operations Commander shall assist the Chief of Police conduct a comprehensive evaluation of each Probationary Officer during their last month of the probationary period to recommend to retain, extend training or terminate the probationer. Field Training Unit personnel and the appropriate Shift Commanders shall provide input as required.
 6. The Operations Commander and Field Training Unit Coordinator will comprise the Field Training Unit Command Staff.
- B. Field Training Unit Coordinator shall be responsible to the Operations Commander and assist with the general administration and evaluation of the Field Training and Evaluation Program as well as provide monitoring of all probationers during their probationary employment period.
1. The Field Training Unit Coordinator will be a sergeant assigned to the Uniform Patrol Division designated by the Operations Commander or the Chief of Police.
 2. The Field Training Unit Coordinator shall evaluate the overall development of probationers to identify and correct deficient performance and assist the Field Training Officers rectify them through training and coaching.
 3. The Field Training Coordinator shall, in concert with the Operations Commander, be responsible for planning, directing, and evaluating field training assignments and any changes in such assignments or variations in the length of the assignments.
 4. The Field Training Coordinator shall collaborate closely with the Probationer, Field Training Officers and Shift Commanders during the Field Training and Evaluation Program assignments to assist in correcting any training deficiencies. The Field Training Coordinator may recommend a Step extension(s) for additional training and coaching.

5. The Field Training Coordinator shall facilitate the assembly and dissemination of information regarding the probationer's progress to the Operations Commander.
 6. The Field Training Coordinator shall assist in the completing of an Employment Status Report to the Operations Commander with a recommendation to retain, extend training or dismiss the probationer. All other department members having direct supervision and field training personnel will be offered the opportunity to provide input in this final status report.
 7. The Field Training Coordinator, when possible, will schedule and facilitate Field Training Unit meetings /trainings to discuss concerns, training tasks review, problem solving techniques and other relevant information.
 8. The Field Training Coordinator will sign and review the Daily Observation Reports (DORs).
 9. The Field Training Coordinator is responsible for the weekly review of the Probationary Officer Manual to determine if it is current and properly completed and to assist in corrective actions as needed.
 10. The Field Training Coordinator shall meet with the probationer and assigned Field Training Officer to execute the Weekly Performance.
 11. The Field Training Coordinator will be responsible for the probationer's DOR notebook.
 12. The Field Training Coordinator, when possible, should receive formal Field Training Officer instruction (basic) and a Field Training Supervisor's course.
- C. Field Training Officer (FTO) has two primary roles: that of patrol officer assuming full patrol responsibilities and that of a trainer/assessor of probationers.
1. The Field Training Officer shall be solely responsible for the training and evaluation of the Probationary Officers assigned, as directed by the Field Training Unit Coordinator.
 2. The Field Training Officer shall be a sworn police officer who has met all posted qualifications. All active Field Training Officers will be assigned to the Uniform Patrol Division.
 3. All Field Training Officers shall receive instruction in the area of Field Training from a bona fide training agency approved by the Chief of Police prior to assuming probationer training and coaching responsibilities.
 4. Field training officers shall receive periodic refresher training.

5. As compensation, each Field Training Officer shall receive one-half hour of compensatory time for each training day spent with a Probationary Officer.
6. A Field Training Officer may be released from field training duties as follows:
 - a. At the request of the individual FTO.
 - b. By removal of assignment from patrol duties.
 - c. Upon recommendation of the Commander and Coordinator due to unacceptable agency or field training unit performance,
 - d. By the order of the Chief of Police.
7. Field Training Officer Selection Process.
 - a. The Clive Police Department shall post / announce FTO openings.
 - b. The Field Training Unit Command Staff will determine minimum qualifications for selection to the unit, with approval from the Chief of Police.
 - c. All qualified candidates shall be assessed by the Field Training Unit Command Staff. Final selection of the unit shall be made by the Chief of Police.
8. Chain of Command.
 - a. The Probationary Officer will be responsible to his assigned Field Training Officer during the time the Probationary Officer is in the Field Training and Evaluation Program. The Probationary Officer is to be assigned to his / her Field Training Officer, except in situations when that assignment is not possible (e.g., emergency situations, FTO absent). Non-emergency assignment of Probationary Officers to other than their Field Training Officer should be avoided. In cases where the Probationary Officer is assigned to an officer other than their FTO, the Field Training Coordinator should be notified as soon as practical.
 - b. The Field Training Officer reports to the Field Training Sergeant on all matters regarding his Probationary Officer. The Field Training Officer is the Probationary Officer's direct supervisor and, as such, is responsible for the Probationary Officer.
 - c. Any conflicts arising in the chain of command, due to the Field Training and Evaluation Program, are to be brought to the attention of the Field Training Coordinator. The Coordinator will attempt to rectify the problem. The Operations Commander will be notified in cases when the conflict involves a Shift

Commander and the Field Training Officer and cannot be resolved.

IV. Procedure

A. Assignment of Probationers

1. Probationary Police Officers shall be assigned to the Uniform Patrol Division.
2. Probationers shall be placed in Field Training and Evaluation assignment under the supervision of the Field Training Coordinator and Field Training Officer as defined in this policy.
3. The Probationary Police Officer will rotate between the different shifts during the training process.
4. The field training assignment shall be predetermined and will be varied only when a probationer requires an extension of training and / or the pre-assigned FTO is unavailable.
5. The Field Training Coordinator, with approval from the Operations Commander, may continue the field training assignment of a probationer beyond the predetermined Step should the need for further training and evaluation is required.

B. The Field Training and Evaluation Process shall be divided into five Steps.

1. Step One – The number of working days will be at discretion of the Field Training Coordinator and the Operations Commander.
 - a. During the first working day probationers are not formally evaluated using the Daily Observation Report. Field Training Officers shall document any training/coaching during non-evaluation days.
 - b. Working day is defined as a shift / watch during which the probationer is assigned a FTO and completes a minimum of 50% of the scheduled patrol shift.
 - c. The Operations Commander will ensure all Step Training Tasks have been completed.
 - d. In the event that the probationer's performance is not acceptable (Not Responding to Training [NRT] - Corrective Action Necessary) at the close of any Step, the following protocols shall be affected:
 - (a) The probationer's Field Training and Evaluation period may be extended upon the recommendation of the Field Training Unit through the chain of command for approval of the Chief of Police.

- (b) All extensions of training for NRT shall be administered with a formal Performance Improvement Plan (PIP) collaboratively executed by the probationer, FTO(s), the Field Training Coordinator and Operations Commander during an extension of training meeting.
- e. Early-release option: In the event that the probationer is consistently performing at an acceptable level and has satisfactorily accomplished all formal training tasks, the Field Training Coordinator shall:
 - (a) Review all Field Training documentation to confirm that the department's standards are met, and,
- 2. Step Two - The number of working days will be at discretion of the Field Training Coordinator and the Operations Commander.
 - a. Training and evaluation period for the entire step.
 - b. The Field Training Coordinator will ensure that step training tasks have been completed.
- 3. Step Three - The number of working days will be at discretion of the Field Training Coordinator and the Operations Commander.
 - a. Training and evaluation period for the entire step.
 - b. The Field Training Coordinator will ensure that all the step training tasks have been completed.
- 4. Step Four - The number of working days will be at discretion of the Field Training Coordinator and the Operations Commander.
 - a. The probationer shall assume primary contact officer responsibilities (handling 100% of workload distribution).
 - b. The FTO and probationer shall review previously trained topics, time permitting, during this period.
 - c. The Field Training Officer will not be in uniform and will adhere to department guidelines for non-uniform standards. Minimum equipment for the FTO (*turn-out uniform*) will be body armor, duty firearm, handcuffs, and law enforcement credentials. The probationer shall complete the balance of Step IV as the sole uniformed officer; The Field Training Officer shall maintain the Step IV turn-out uniform in the patrol vehicle and wear same whenever the nature of the call / assignment requires FTO duty-activation.

- d. Probationers must successfully complete (certify) the Step IV solo patrol responsibilities to advance to the Step V assignment.
5. All newly hired sworn officers must complete at least 160 hours of field training.
6. Step Five - the balance of the probationary employment period.
 - a. While probationary officer remains on probation, the Primary Shift Commander will complete the *Supervisory Summary Report* on a weekly basis and debriefs with the probationer.
 - b. Probationary officer shall be periodically reassigned by the Primary Shift Commander with a scaffold Field Training Officer for check-out rides.
 - c. The Primary Shift Commander will forward all reports and relevant information to the Field Training Unit Command Staff.

C. Evaluation Process.

1. Daily Observation Report (DOR)
 - a. Completed only by certified FTO's during each patrol shift.
 - b. The FTO shall only document training and coaching when Non-Evaluation Day Protocols are in effect.
2. Weekly Performance Summary (WPS)
 - a. Completed by the Field Training Unit Sergeant for each weekly training and evaluation period.
 - b. The FTO shall ensure that the probationer has completed the WPS entries of the following information from the DOR:
 - (a) Performance requiring Corrective Action Necessary (CAN) shall be noted, and any NRT entries shall be highlighted.
 - (b) Total amount of training time per category for each duty day and for the entire week (entered category-by-category).
 - (c) Self-Initiated Field Activity (SIFA) percentile for each duty day and the overall SIFA percent for the week.
3. Supervisory Summary Report (SSR)

- a. This will be completed by the Primary Shift Commander while meeting with the probationer at the close of each week during the Step V period. Other Command Staff may provide input; the Field Training Coordinator shall monitor the execution of the SSR.
 - b. The SSR will be reviewed by the Field Training Unit Command Staff and made available to the scaffold Field Training Officer.
 - c. The SSR shall be filed in the DOR Notebook after being reviewed and signed by the probationer.
4. Field Training and Evaluation Documentation
- a. Upon completion of probationary status, the Field Training and Evaluation reports will be filed with the officer's personnel file.
 - b. The Field Training and Evaluation files are confidential and shall be reviewed only by persons with a *need to know* upon approval of the Chief of Police.
 - c. The Field Training and Evaluation Program files of terminated employees shall be sealed or secured in a location designated by the Chief of Police.



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