
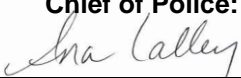
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 08/13/23
Chief of Police: 	Field Training, 33.4	
Cross Reference: 1.3 Response to Resistance Community Service Officer Field Training Manual Emergency Communications Training Manual Police Officer Field Training Manual 50 ILCS 705/7	Policy Sections: 33.4.1 Police Officer Field Training 33.4.2 Community Service Officer Field Training 33.4.3 Telecommunicator Field Training 33.4.4 Records Clerk Field Training 33.4.5 Selection and Training of Field Training Officers	

PURPOSE

The purpose of this policy is to establish guidelines for the department's field training programs.

POLICY STATEMENT

It is the policy of the Elgin Police Department to require that all probationary police officers successfully complete a field training program which is approved by the Illinois Law Enforcement Training Standards Board (ILETSB) prior to any routine assignment in any capacity in which the officer is permitted to carry a weapon and/or is in a position to make an arrest, except as part of field training program. Community Service Officers, Telecommunicators and Records Clerks are also required to successfully complete a field training program prior to being assigned to solo assignment. The field training program for Sworn Officers and Community Service Officers is under the administration of the Training Division. Field training for Telecommunicators and Records Clerks is managed by their respective supervisors. The department strives to ensure employees who are not subject to a formalized field training program receive the appropriate level of training so that they can effectively perform their job functions.

PROCEDURES

33.4.1 POLICE OFFICER FIELD TRAINING

- A. All Probationary Police Officers, hereinafter referred to as PPO, are required to complete a minimum of a four-week in-house training program prior to the department's 16-week field training program. Refer to the Field Training Manual to review the components of the in-house training program.
- B. During the field training program, PPOs are not permitted to wear department issued uniform attire that identifies them as being police officers while they are off-duty, except to and from any duty assignment to include their upcoming shift assignment, court appearances or extra duty assignments.
- C. While assigned to the field training program, PPOs shall follow the applicable protocol pertaining to the carrying of firearms while off-duty:
 1. Prior Law Enforcement Experience: PPOs in this category are required to successfully complete a mandatory firearm qualification course for each firearm he/she wishes to carry off-duty. Upon successful completion of the course(s), PPOs are permitted to carry the respective firearm off-duty. Refer to Standard Operating Procedure 1.3 Response to Resistance for more information on firearms proficiency/qualifications.
 2. No Prior Law Enforcement Experience (No Concealed Carry License): PPOs in this category are not permitted to carry any firearm off-duty, except to and from any duty assignment to include their upcoming shift assignment, court appearances or extra duty assignments.

3. No Prior Law Enforcement Experience (Concealed Carry License): PPOs in this category are only permitted to carry their personal firearm off-duty and shall follow concealed carry laws in doing so.
- D. The field training program will be divided into phases, as described in the Police Officer Field Training Manual. The training shall expose the PPO to the agency's patrol shifts, special divisions and specialized assignments, as well as the tasks and duties most frequently encountered by officers.
- E. To assist Field Training Officers, hereinafter referred to as FTOs, in better understanding the needs of their assigned PPO, the Training Division shall provide any relevant academy evaluations of the PPO to the FTO for review.
- F. PPOs are generally assigned to multiple FTOs during the field training program, as outlined in the Police Officer Field Training Manual.
 1. In absence of the FTO, the shift supervisor will assign the PPO to an officer.
 2. In the event the PPO is assigned to court during field training, they must be accompanied by an FTO.
- G. FTOs shall report directly to the Training Division Sergeant for training-related issues. Daily Observation Reports are completed by the FTO and signed by the PPO prior to being reviewed by the Training Division Sergeant and forwarded to the Patrol Commander for final review. The Training Division maintains weekly contact with the FTO during the PPOs field training.
- H. PPOs are evaluated in accordance with the provisions of the Police Officer Field Training Manual. The manual shall be issued to the PPO prior to starting the field training. The evaluation techniques shall measure the PPO's competency in the skills, knowledge, and job functions required to successfully perform the duties of a police officer.
- I. PPOs are required to satisfactorily complete minimum training mandates determined by the Illinois Law Enforcement Training & Standards Board (ILETSB) to be eligible for permanent employment, 50 ILCS 705/7.

33.4.2 COMMUNITY SERVICE OFFICER FIELD TRAINING

- A. Upon being hired, Probationary Community Service Officers, hereinafter referred to as PCSO, are required to successfully complete a two-week in-house training program conducted by the Training Division prior to the start of field training.
- B. Field Training is a minimum of 12 weeks of field training, under the supervision of a Community Service Field Training Officer, hereinafter referred to as FTCSO.
- C. PCSO are reassigned to a different FTCSO every four weeks. Exceptions may occur due to the availability of FTCSOs. In the absence of a FTCSO, the shift supervisor will assign the PCSO to another FTCSO.
- D. During field training, PCSOs are exposed to job functions pertaining to patrol, front desk, Holding Facility, and animal control.
- E. Daily Observation Reports will be completed and forwarded to the shift supervisor weekly, after being reviewed by the PCSO and FTCSO. Additionally, the Training Division maintains weekly contact with the FTCSO during field training.
- F. PCSOs are evaluated in accordance with the applicable portions of the Community Service Officer Field Training Manual. The manual is issued to the PCSO prior to starting field training. The evaluation techniques shall measure the PCSO's competency in the skills, knowledge, and job functions required to successfully perform the duties of a Community Service Officer.

33.4.3 TELECOMMUNICATOR FIELD TRAINING

- A. Upon being hired, Probationary Communications Operators (Telecommunicator), hereinafter referred to as PCO, are required to successfully complete a field training program under the supervision of a Certified Communications Training Officer, hereinafter referred to as CTO. This program is six months in length for new PCO with no prior experience. PCOs with prior experience will have a training period determined by the Communications Training Supervisor.
- B. PCOs are re-assigned to a different CTO every four weeks. Exceptions may occur due to the availability of CTOs. In the absence of a CTO, the Communications Shift Supervisor will assign the PCO to another CTO or assignment.
- C. During field training, PCOs are exposed to job functions pertaining to call taking, police dispatching, LEADS, and fire dispatching.
- D. Daily Observation Reports will be completed and forwarded to the shift supervisor, after being reviewed by the PCO and CTO. Additionally, Communications Shift Supervisors have weekly contact with the CTO during the field training process.
- E. PCOs are evaluated in accordance with the applicable portions of the Emergency Communications Training Manual and guidelines. The evaluation techniques shall measure the PCO's competency in the skills, knowledge, and job functions required to successfully perform the duties of a Telecommunicator.

33.4.4 RECORDS CLERK FIELD TRAINING

- A. Upon being hired, Probationary Records Clerks are required to successfully complete 24 weeks of field training under the supervision of a Field Training Records Clerk.
- B. Probationary Records Clerks may be reassigned to a different Field Training Records Clerk as assigned by the Deputy Director of Records and Evidence.
- C. During field training, Probationary Records Clerks are exposed to a variety of job functions pertaining to customer service, the records management system and other police data systems, Freedom of Information Act requests, and job responsibilities pertaining to assisting the state's attorney's office.
- D. Daily Observation Reports will be completed and forwarded to the Deputy Director of Records and Evidence after being reviewed by the Probationary Records Clerk and Field Training Records Clerk. The Deputy Director of Records and Evidence will have weekly contact with the Field Training Records Clerk during the field training process.
- E. Probationary Records Clerks are evaluated in accordance with the Records Division's training checklist. The evaluation techniques shall measure the Probationary Records Clerk's competency in the skills, knowledge and job functions required to successfully perform the duties of a records clerk.

33.4.5 SELECTION AND TRAINING OF FIELD TRAINING OFFICERS

- A. When positions for Sworn and Community Service FTOs become available, the Training Division publishes a written announcement of FTO openings to solicit memorandums of interest from personnel.
 - 1. Selection of personnel to fill FTO positions may consist of reviewing the memorandums of interest, performance evaluations, input from applicant's current supervisor and current FTOs discipline history, and interviews of those interested. Recommendations shall be forwarded to the Chief of Police for final approval.

2. Prior to serving as an FTO, selected employees shall undergo training. Exceptions may be granted to employees that have not completed the training on a case-by-case basis. Supplemental training shall be consistent with the objectives of the field training program for Sworn Officers and Community Service Officers.
 3. The Training Division will be responsible for the on-going evaluation of the Field Training Officer's work performance as it relates to field training.
 4. The Training Division has the discretion to remove an individual's capacity to serve as Field Training Officer based on job performance.
- B. Telecommunicators who are interested in serving as a CTO, shall submit a memorandum of interest to their supervisor.
1. Selection of personnel to serve as a CTO may consist of reviewing performance evaluations, input from the Telecommunicator's supervisor, observation of the necessary skills sets to provide training and current ability to perform the job functions. Recommendations shall be forwarded to the Emergency Communications Lieutenant for final approval.
 2. Prior to serving as a CTO, the Telecommunicator must successfully complete the certification process.
 3. The Emergency Communications Lieutenant has the discretion to remove an individual's capacity to serve as a CTO due to job performance.
- C. Each patrol shift Lieutenant shall coordinate with their assigned shift Sergeants to receive feedback regarding PPOs.
1. The shift Lieutenant shall provide this information to the Training Division Sergeant.
 2. The shift Lieutenant will provide the Patrol Commander with a monthly status report of the PPOs activities and performance with a copy to the Training Division Sergeant.
- D. The Deputy Director of Records and Evidence assigns personnel to serve as a Field Training Records Clerk based on the employee's past job performance and demonstrated knowledge of the job functions that are presented to the Probationary Records Clerk.