1. PURPOSE

The purpose of this policy is to establish the basic law enforcement training requirements for all police recruit officers.

2. PERSONS AFFECTED

Police recruits and personnel involved in police recruit training.

3. POLICY

It shall be the policy of the Hawai‘i Police Department that police recruits are provided sufficient training to prepare each recruit officer with the basic skills required in the field of law enforcement. This training shall include a curriculum based on tasks of the most frequent duties and assignments of sworn personnel who complete recruit training.

4. RESPONSIBILITIES

4.1. Captain, Administration - Officer in charge of the administration and evaluation of police recruit training.

4.2. Sergeant, Training - Officer in charge of conducting police recruit training.

4.3. Police Recruit - Attend training classes as required and demonstrate proficiency in all areas required of the Police Recruit Academy.

5. GOALS

5.1. To provide continuous and relevant training for improvement in professional and personal qualities of police recruits through participation in various training programs in preparation for future assignments and advancement.

5.2. Teach basic academic and functional skills through Basic Law Enforcement Training.

5.3. Ensure that minimum academic and functional skills are acquired and maintained by the police recruit for graduation.

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5.4. Develop and foster within each police recruit a commitment toward public service and their community.

5.5. Impart upon each recruit an appreciation and understanding of the law enforcement organization, its para-military structure, traditions and beliefs.

6. PROCEDURES

6.1. Training and Development – Basic Law Enforcement Training will consist of two phases. Phase I, the successful completion of the Police Recruit Academy, and Phase II, the successful completion/evaluation of work performed under the Field Training Officer program. Due to recruits being assigned mainly to patrol after completion of Phase I and Phase II, the curriculum for recruits is based on a patrol officer's duties.

6.2. Phase I - Police Recruit Academy

6.2.1. The academic portion of the basic law enforcement training shall consist of approximately 24 weeks or 960 hours of training. Police recruits will be given a recruit orientation handbook at the orientation session prior to the start of training, the orientation book will contain:

a. Organizational structure of the Training Section as it relates to police recruit training.

b. Police recruit training rules and regulations.

c. Grading processes, testing procedures and evaluation system utilized.

d. Physical fitness and proficiency skill requirements.

e. Daily training schedule.

6.2.2. Normal recruit class hours are from 0645 to 1530 hours daily, except Saturdays, Sundays and holidays. Class hours may be changed or rescheduled by the instructor or class supervisor.

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6.2.3. All police recruits shall be required to attend all scheduled training classes. Exceptions may be granted by the Police Chief.

6.2.4. General Rules of Conduct shall be prepared and issued to each member of the police recruit class prior to each new session of recruit training. Recruits are to be guided by these rules during the entire period of training.

6.2.5. Commencing with the first week of recruit training, weekly, midterm, and final examinations shall be given. Examinations shall be graded and critiqued with the class. Midterm and final examinations are additions to the weekly examinations.

6.2.6. Academic Deficiencies - A police recruit in class will be considered academically deficient under the following circumstances:

a. By failing to achieve a passing score of 75% correct answers in any written examination given.

b. By failing to pass a proficiency examination in the Police Combat Pistol Course with a score of 80%.

6.2.7. Examination scores will be closely monitored, evaluated, and addressed, in the following manner:

a. First weekly examination failure - Recruit counseling

b. Second weekly examination failure - academic probation

c. Third weekly examination failure - course failure

d. Midterm or final examination failure - course failure

6.2.8. Recruit Evaluations and Counseling

a. All recruits will be evaluated by the class supervisor on a daily basis. The evaluation shall be based on the following:

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- Academic standing
- Development of job skills
- Personal behavior and attitude
- Personal appearance
- Relationship with others

b. During the period in which the recruit is assigned to Administration, the class supervisor or designee shall prepare a written evaluation every three months and discuss it with each recruits. Appropriate counseling shall be provided where necessary. Failure to achieve and maintain an overall work evaluation of "Meets Standard" or above will result in termination. Evaluations shall be based on the required skills, knowledge, and abilities required of a recruit during that given stage of training.

6.2.9. Academic Probation - A recruit who fails two weekly examinations shall be placed on academic probation. These academic deficiencies will be discussed with the recruit and he/she will be strongly advised that the quality of his/her work must improve in order to continue in the police recruit training program. To be released from academic probation, the recruit must successfully pass the next class examination. In addition to successfully passing the next class examination, the police recruit shall be retested on the subject matter which initially placed him/her on the academic probation. This is to ensure that the police recruit is knowledgeable of that subject matter.

6.2.10. Course Failure – A total of three failures in weekly examinations shall indicate that the recruit has not reached the academic level necessary to become a police officer. Course failure shall result in termination of employment with the Hawai‘i Police Department.

6.2.11. Firearms Qualifications/Examinations - All recruits shall be required to qualify in the use of the police service semiautomatic pistol and shotgun. Proficiency examinations shall consist of a Police Combat Pistol Course and Police Shotgun Course. Failure to achieve a passing score upon completion of firearms training will

result in a course failure and termination from the police department.

6.2.12. Physical Fitness

a. Police recruits shall participate and are required to meet and maintain the minimum acceptable level of fitness standards as defined in the Police Recruit Manual. Recruits shall be tested periodically in the following areas:

- 300 Meter Run
- Hand Release Push-Up
- Sit-Up
- Pull-Up
- Shuttle Run

b. Failure to achieve and maintain the minimum acceptable level of physical fitness may result in course failure.

6.3. Phase II - Field Training Officer (FTO) Program

6.3.1. Upon successful completion of Phase I (Academic), the police recruit shall advance to Phase II (Practical), and be assigned to work with one or more seasoned police officers under the Field Training Officer (FTO) program. The duration of Phase II shall be approximately 16 weeks.

6.3.2. The Field Training Officer Program has been designed and implemented so that the following objectives may be met:

a. To produce a highly trained and positively motivated police officer capable of meeting and exceeding standards of performance required by the Hawai‘i Police Department.

b. To provide equal and standardized training to all newly hired police officers and to provide remedial training in those areas where deficiencies are identified.

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c. To build on the foundation of knowledge given at the police recruit training, thereby creating an environment in which the recruit may develop new skills as well as increase proficiency in those acquired in the recruit training setting.

d. To improve the department screening process by providing on the job observation of each recruit's performance.

e. To establish an appraisal system, which is valid and job-related, utilizing a standardized and systematic approach to the documented measurement of probationary officer performance.

f. To establish career paths within the department by providing qualified officers with additional training and opportunities to develop leadership skills.

g. To ultimately increase the overall efficiency and effectiveness of the department by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement.

h. Exposing the recruit to various districts and assignments by rotating recruits to more than one Field Training Officer and various watches/shifts.

6.3.3. The standards of proficiency set by the Field Training Officer program are to ensure that each recruit officer completing the training will have received the necessary instructions and guidance under field conditions to meet the standards of the department.

6.3.4. As part of training under the Field Training Officer program, and under the supervision of the FTO, recruits shall be allowed to carry authorized weapons and to conduct arrests. Once recruits have completed Phase I and Phase II of training, they shall be allowed to carry authorized weapons and to conduct arrests without the supervision of an FTO.

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6.3.5. Prior Basic Law Enforcement Training

a. The Captain of Administrative Services or designee may modify the curriculum of phase I and phase II for candidates with prior basic law enforcement training.

b. The Captain of Administrative Services or designee shall:

- Conduct a documented review of the candidate's completed law enforcement training curriculum, supplemental in-service training, and specialty training.
- Conduct a documented comparison between previous trainings and the department's Basic Law Enforcement Training curriculum to identify any gaps.
- Construct the candidate's curriculum based on the gaps and document the completion of additional training.

7. MINIMUM QUALIFICATIONS FOR A FIELD TRAINING OFFICER

7.1. The selection and qualifications for an FTO are outlined in General Order 421, "Police Officer III Temporary Reallocation Program."

7.2. Knowledge of:

7.2.1. Policies and procedures of the Hawai'i Police Department.

7.2.2. Principles, practices, and techniques of police work.

7.2.3. County ordinances and State and Federal laws applicable to police related procedures.

7.2.4. General Order 204, District Beats and Boundaries.

7.2.5. Socio-economic composition of communities.

7.2.6. Basic principles and practices of training, leadership, and supervision.

7.3. Proficiency in:

7.3.1. Providing basic field training and instruction to police recruits by applying police principles, practices, methods, and techniques.

7.3.2. Evaluating and assessing different situations, and using good judgment in taking appropriate action.

7.3.3. Relating well to persons of various socio-economic, age, and ethnic groups, and dealing courteously and firmly with the public.

7.3.4. Exerting sufficient physical strength to cope with and control adverse situations.

7.3.5. Retaining pertinent facts and details after observing people and events.

7.3.6. Objectively evaluating the performance of recruits.

7.3.7. Giving and following oral and written instructions.

7.3.8. Maintaining records and preparing reports.

7.4. Compliance with health and physical requirements of the position.

7.5. Other Criteria

7.5.1. Well rounded knowledge of patrol procedures.

7.5.2. Team oriented and capable of learning various teaching principles and concepts.

7.5.3. Possess patience, good writing skills, good judgment, and good decision-making ability.

8. FIELD TRAINING OFFICERS EVALUATION AND REPORTING

8.1. A Field Training Officer in the role of teacher is also an evaluator. The Field Training Officer shall utilize the guidelines set forth in the Field

Training Officer Orientation handbook and evaluate police recruits through the use of daily observation reports, remedial training, evaluation sessions and verbal feedback.

9. SUPERVISION OF FIELD TRAINING OFFICERS

9.1. Functions that deal directly with a Field Training Officer's patrol duty will fall under supervision at the patrol level.

9.2. A Field Training Officer's duties and responsibilities in regards to the training and/or supervision of a police recruit will fall under the supervision of the Training Sergeant or designee (Assistant Class Supervisor). The Field Training Officer is responsible for supervision of the assigned recruit.

9.3. A Field Training Officer Coordinator is provided for designated districts to assist with liaisons with the Training Section staff. Districts without a Field Training Coordinator are to report directly to the Training Sergeant or designee.

10. TRAINING OF FIELD TRAINING OFFICERS

10.1. The Training Section will provide initial training for Field Training Officers. Training will follow the "Field Training Officer Orientation" manual. Training will be completed prior to an assignment in which a Field Training Officer is assigned a recruit. Field Training Officers will receive recall training annually. The Training Section will provide In-service training to Field Training Officers as needed.

11. ANNUAL ADMINISTRATIVE REVIEW OF FIELD TRAINING PROGRAM

11.1. The Administrative Services Captain or designee shall conduct an annual documented administrative review of the field training program The review shall sent sent to the Police Chief via proper channels for review and approval, and shall provide recommendations for policy or training modifications.

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