Lincoln Police Department

Standard Operating Procedures

Integrity, Competency, Fairness

Subject:	**Field Training and Evaluation Program**	**Policy #**	**A-28**
Effective Date:	**June 15th, 2026**	**Review Cycle:**	**2 Years**
Distribution:	**All Sworn Personnel**	**# of pages:**	**3**
MLEAP:	**3.11.A-D, 3.12., 3.13 3.14, 3.15**		
	Rescinds All Previous Policies Related To This Current Policy		
Issuing Authority:	**Chief of Police Lee Miller**		

I. POLICY:

The Lincoln Police Department Field Training and Evaluation Program is intended to help newly hired sworn officers apply the agency's various policies and procedures, the laws of Maine, and the ordinances of the town of Lincoln as they perform their policing duties and fulfill their responsibilities to the community. It is also intended to familiarize newly hired officers with the geographical area they will be responsible for policing.

II. PURPOSE:

The purpose of this standard operating procedure is to establish guidelines by which the Field Training and Evaluation Program shall be structured and presented to newly employed officers

III. OBJECTIVE:

1) To provide probationary officers with positive "on-street" experience under a controlled and supervised environment by a qualified Field Training Officer.
MLEAP 3.11.A

2) The field training phase is intended to give the trainee instruction, guidance, and experience so that he or she may develop good judgment, efficiency, and good habits of conduct and appearance. The field training will consist of three phases:

a. Phase I consisting of orientation week including department policy and procedure.
b. Phase II consisting of 17-A statute training, 29-A motor vehicle training, and additional department structure and procedure training.
c. Phase III is the final phase of field training. During this phase, the trainee will be taking complaints and conducting traffic stops while the FTO is riding along with them. **MLEAP 3.11**

IV. EVALUATION:

All new hires will be evaluated by the field training officer daily. Evaluations will be scored. A passing score on all evaluations will be acceptable to superior, in accordance with the department adopted San Jose FTO model. All daily observations and weekly observations will be submitted to the FTO Supervisor through PowerReady the FTO Supervisor will submit them through PowerReady to the Chief of Police for final approval.

V. ORGANIZATIONAL STRUCTURE:

1) The Lincoln Police Department's FTO program will consist of the following organizational structure:
   a. Chief Law Enforcement Officer – will have the ultimate say in employment and policy making.
   b. FTO Supervisor – will oversee the FTO program.
   c. FTO's – will be approved by the Chief Law Enforcement Officer or his/her designee.

VI. FIELD TRAINING OFFICER DUTIES AND RESPONSIBILITIES:

1) Successfully complete an approved FTO course before assuming FTO responsibilities. **MLEAP 3.12**

2) Be thoroughly familiar with current agency rules, policies, procedures, and current developments in law enforcement.

3) Visibly demonstrate knowledge of, and commitment to, the department's mission, goals, and objectives.

4) Train, supervise, and take full responsibility for the actions and performance of the probationary officers assigned to them.

5) Maintain a coaching style of field training that is a plan for the probationary officer's successful completion of the field training program.

6) Ensure that Daily Observation Reports (DORs) regarding the probationary officers assigned to the FTO are completed promptly and that the probationary officer is counseled on their performance within twenty-four (24) hours of the specified period. **MLEAP 3.14**

7) Meet regularly with the field training supervisor to discuss the progress of the probationary officer and provide timely written evaluation reports to the supervisor.

8) Bring to the attention of the field training supervisor, or Chief of Police, any significant problems that might arise/have arisen.

9) Maintain notes and develop training records regarding the assigned probationary officer as may be required or otherwise appropriate.

10) Conduct follow-up training for and evaluations of the probationary officer after completion of field training, as required or appropriate.

11) Work closely with the field training supervisor to integrate the probationary officer into the department and the community.

12) Develop and upgrade the necessary knowledge, skills, and abilities required for an FTO by attending in-service training made available by the agency.

13) Attend FTO meetings as may be scheduled by the field training supervisor.

14) The FTO will encourage the trainee to look for violations of the law. Visibly demonstrate knowledge of and commitment to the department's mission, goals, and objectives.

15) The FTO will direct, explain, and demonstrate the fundamentals of police work until the field training officer is satisfied the trainee completely understands how and why duties are performed in a certain way. Ethics will be stressed as they relate to the public perceptions of the officer.

16) At the conclusion of the training period, the FTO will type a recommendation to the Chief Law Enforcement Officer or his/her designee.

17) If at any time during the police training period, the FTO develops concerns that the trainee will not develop into a successful police officer, the FTO shall notify the FTO Supervisor.

VII. **FIELD TRAINING SUPERVISOR:** In this capacity, the field training supervisor shall be responsible for:

1) Ensuring that all FTOs under their purview are correctly trained to effectively perform their assigned FTO function.

2) Taking an active role in the recruitment and selection of FTOs.

3) Identifying performance problems regarding the probationary officer(s) assigned to the FTO program and working with FTOs in developing remedial training programs to rectify those problems.

4) Reviewing evaluation reports submitted by the FTO's for each assigned probationary officer.

5) Ensuring that all records relating to the development of the probationary officer(s) assigned are maintained.

6) Consulting with the Chief of Police on all matters of concern relating to the Field Training and Evaluation Program and regularly reports to the Chief of Police on the progress of all probationary officers assigned to the FTO program.

7) Careful monitoring of all aspects of the program and making recommendations for any organizational changes necessary to improve the effectiveness of the FTO program.

VIII. PROGRAM OUTLINE:

1) The FTO Program will consist of a minimum of 12 weeks (480 hours) of structured "on the job" type training, in accordance with the department adopted San Jose FTO model. During this period the trainee will be subject to evaluations by the FTO, and FTO Supervisor. All evaluations and memos regarding the trainee will be kept in PowerReady and a permanent part of their personnel file **MLEAP 3.11**

2) Recruits with approved prior law enforcement experience and completion of a recognized law enforcement academy will be required to complete a minimum of 160 training hour (4 weeks), but at the discretion of the Chief of Police, may increase the number of hours depending on the officer's level of experience and training. **MLEAP 3.11**

3) A trainee that has shown good judgment and behaviors throughout the Field Training program may be signed off from field training early, based upon the FTO's recommendation. Ultimately that decision will be up to the Chief Law Enforcement Officer and FTO Supervisor.

4) The FTO will follow the FTO Program and the standardized evaluation guidelines when completing evaluations.

5) The training period can be extended if the FTO, FTO Program Supervisor feel it is necessary with the Chief's approval.

6) Once the trainee has completed the FTO Program, a supervisor may send the trainee back for remedial training, if the supervisor feels that it is necessary during the probationary period.

7) The Chief Law Enforcement Officer will make the decision to continue or terminate the trainee's employment.

8) A new officer will be assigned to a lead FTO and a secondary FTO. This is subject to the availability of FTOs and is at the discretion of the field training supervisor. New officers shall rotate to at least one different shift during their training period. **MLEAP 3.15**

9) If the assigned FTOs are not available to train their assigned probationary officer, the on-duty supervisor shall assign the trainee to a volunteer officer who is not on probation for FTO purposes.

IX. ANNUAL REVIEW:

1) Annually the field training officers and the field training supervisor will meet to review the training program
2) The review will be documented and will include any changes in directives and procedures. **MLEAP 3.13**

X. RECOMMENDATIONS:

1. At the end of the training program the FTO will make a written recommendation to the Chief Law Enforcement Officer or his/her designee. A Competency Attestation form must be completed and submitted.

2. The recommendation will be:
    a. To retain the officer for work
    b. Retain the officer for remedial training
    c. Dismiss the officer from the Lincoln Police Department