



# ORONO POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURES

Protect with Vigilance & Serve with Compassion and Excellence

<b>Subject:</b>	<b>Field Training and Evaluation Program</b>	<b>Policy #</b>	<b>A-28</b>
<b>Effective Date:</b>	<b>January 5, 2026</b>	<b>Review Cycle:</b>	<b>2 Years</b>
<b>Distribution:</b>	<b>All Sworn Personnel</b>	<b># of pages:</b>	<b>4</b>
<b>MLEAP:</b>	<b>3.11.A-D, 3.12., 3.13 3.14, 3.15</b>		
	<b><i>Rescinds All Previous Policies Related To This Current Policy</i></b>		
<b>Issuing Authority:</b>	<b>Chief of Police Daniel Merrill</b>		

### **I. POLICY:**

The Orono 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 Orono 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. PROGRAM GOALS AND OBJECTIVES:**

- A. 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**
- B. To familiarize probationary officers with agency procedures and policies, reporting requirements, equipment, and so forth.
- C. To familiarize probationary officers with the positive mindset and attitude that the agency expects for the ethical, safe, and efficient performance of their law enforcement duties.
- D. To familiarize probationary officers with a positive mindset and attitude toward overall departmental goals, objectives, and philosophies.
- E. To provide clear standards of rating and evaluation which give probationary officers every reasonable opportunity to succeed, and which the Chief of Police can use to determine retention or termination of the probationary officer.
- F. To establish a process for the selection of Field Training Officers (FTO's) who are best qualified to promote the above-stated goals and objectives.
- G. To provide FTOs with the proper training and direction so that they can effectively perform their assigned functions.

### **I. FIELD TRAINING OFFICER DUTIES AND RESPONSIBILITIES:**

#### **Field Training Officers shall:**

- A. Successfully complete an approved FTO course before assuming FTO responsibilities. **MLEAP 3.12**
- B. Be thoroughly familiar with current agency rules, policies, procedures, and current developments in law enforcement.
- C. Visibly demonstrate knowledge of and commitment to the department's mission, goals, and objectives.
- D. Train, supervise, and take full responsibility for the actions and performance of the probationary officers assigned to them.
- E. Maintain a coaching style of field training that is a plan for the probationary officer's successful completion of the field training program.
- F. Ensure that Daily Observation Reports (DOR's) 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**
- G. Be fully responsible for utilizing Daily Observation Reports (DORs) regarding probationary officers, thereby ensuring that all training requirements are met during the field training period and that any weaknesses in job performance are identified and corrected through remedial training.
- H. Meet regularly with the field training coordinator to discuss the progress of the probationary officer and provide timely written evaluation reports to the supervisor.
- I. Bring to the attention of the field training coordinator, or Chief of Police, any significant problems that might arise/have arisen.
- J. Maintain notes and develop training records regarding the assigned probationary officer as may be required or otherwise appropriate.
- K. Conduct follow-up training for and evaluations of the probationary officer after completion of field training, as required or appropriate.
- L. Continue to monitor the progress of the probationary officer after field training is completed.
- M. Work closely with the field training coordinator to integrate the probationary officer into the department and the community.
- N. Develop and upgrade the necessary knowledge, skills, and abilities required for an FTO by attending in-service training made available by the agency.
- O. Attend FTO meetings as may be scheduled by the field training coordinator.

## **II. FIELD TRAINING COORDINATOR:**

- A. In this capacity, the field training coordinator shall be responsible for:
  - A. Ensuring that all FTOs under their purview are correctly trained to effectively perform their assigned FTO function.
  - B. Taking an active role in the recruitment and selection of FTOs.
  - C. Supervising the FTOs under their purview.
  - D. Ensuring that FTOs are taking a coaching approach that is designed to promote the successful completion of the FTO program by probationary officers.
  - E. 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.
  - F. Reviewing evaluation reports submitted by the FTO's for each assigned probationary officer.
  - G. Ensuring that all records relating to the development of the probationary officer(s) assigned are maintained.
  - H. 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.
  - I. Careful monitoring of all aspects of the program and making recommendations for any organizational changes necessary to improve the effectiveness of the FTO program.
  - J. Performing any other duties and/or tasks as may be required by the Chief or designee.
  - K. Ensuring compliance with the Field Training and Evaluation Program outline.

- L. Scheduling the annual FTO Program Evaluation, which shall include all FTOs in the department. The annual review shall assess the effectiveness of the entire program and determine whether any changes are needed. The field training coordinator shall document the review in a memorandum that shall be submitted to the Chief of Police to keep the Chief and Command Staff apprised of the status and direction of the FTO program. **MLEAP 3.13**

### **III. PROGRAM OUTLINE:**

- A. Prior to and/or upon completion of the Maine Criminal Justice Academy, officers are required to participate in a field-training program for a minimum of 9 weeks; the employment of trainees who are unable to complete the requirements of the program within the 12 weeks may be terminated.
- B. A new officer will be assigned to a lead FTO and a secondary FTO. This is subject to the availability of FTO's and at the discretion of the field training coordinator. New officers shall rotate to at least one different shift during their training period. **MLEAP 3.15**
- C. If the assigned FTO is 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.
- D. If the assigned FTO is not available and will be out of work for an extended time, the field training coordinator may assign the probationary officer to another FTO to complete the remaining program phases.

### **IV. FIELD TRAINING PROGRAM PHASES:**

**MLEAP 3.11.B**

- A. New officers with NO PREVIOUS FULL-TIME LAW ENFORCEMENT EXPERIENCE AND WHO HAVE NOT GRADUATED from a recognized law enforcement academy shall be required to complete a minimum of 360 training hours (9 weeks) before operating as a "Solo Officer,"(a certified reserve officer or a recent graduate of the BLETP) who is assigned to a patrol vehicle alone, to a zone, sector, etc., and handles calls for service under the supervision of a supervisor or experienced officer. **MLEAP 3.11. C**
- B. Field Training Phases
  - 1. Phase I (Orientation and Integration)
    - a. 120 hours (3 weeks) of FTO Time.
    - b. 33% average SEG grade to advance to Phase II.
    - c. Recruits not meeting standards shall be offered an additional 40 hours of remedial training and must successfully complete the remedial training to move to Phase II.
  - 2. Phase II (Training and Observation)
    - a. 120 hours (3 weeks) of FTO Time.
    - b. 66% average SEG grade to advance to Phase III.
    - c. Recruits not meeting standards shall be offered an additional 40 hours of remedial training and must successfully complete the remedial training to move to Phase III.
  - 3. Phase III (Training and Performance)
    - a. 120 hours (3 weeks) of FTO Time.
    - b. 80% average SEG grade to advance to Phase IV.

- c. Recruits not meeting standards shall be offered an additional 40 hours of remedial training and must successfully complete the remedial training to move to Phase IV.
  - 4. Phase IV (Final Evaluation)
    - a. Recruits work as a "solo" officer until successful completion of their probationary period.
  
- C. Recruits ***WITH APPROVED PRIOR LAW ENFORCEMENT EXPERIENCE*** and attendance at a recognized law enforcement academy will be required to complete a minimum of 40 hours of training, 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. Field Training phases will align with those designed for recruits without prior law enforcement experience, with reduced required training time for each phase **MLEAP 3.11.D**