



GENERAL ORDER

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<u>AUTHORITY</u>	Eric P. Echevarria Chief of Police

I. PURPOSE

This order establishes guidelines for the police department's field training and evaluation program, which provides post-basic academy training and on-the-job training for recruit officers. This order also establishes a program review procedure to measure the effectiveness of the department's selection and training processes through feedback regarding a recruit's strengths and weaknesses. (33.4.3a)

II. POLICY

All newly sworn officers shall complete a basic law enforcement/academy training program prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm and is authorized to make an arrest. Upon successful completion of the academy, the officer shall commence the department's Field Training Program.

III. ORGANIZATION

A. Training Academy

1. The department shall send newly sworn recruits to a basic law enforcement training program certified by the Illinois Law Enforcement Training and Standards Board.
 - a. The academy curriculum must be based on tasks of the most frequent duties of sworn personnel, and the evaluation techniques must be designed to measure competency in the required skills, knowledge, and abilities for sworn personnel.
2. The Training Unit shall coordinate enrollment and ensure that recruits are provided an orientation handbook, which outlines the academy rules and regulations, evaluation system, skills requirements, and training schedule.
3. The Training Unit Lieutenant and FTO Sergeant shall serve as liaisons between the department and the selected academy to monitor recruit progress, field any questions,

and ensure all state training requirements are met before starting the Field Training Program.

B. The Field Training Unit Commander

1. Shall be the Training Unit Lieutenant, assigned to the Support Services Division.
2. Shall be responsible for the general control and evaluation of the field training and evaluation program and assume the staff monitoring of all recruit officers for the duration of their probationary employment period.
3. In preparation for FTO assignments, he/she shall attend the various training sessions and field training unit meetings to provide and receive firsthand information concerning recruit officer (RO) performance and to evaluate the instructional techniques of the FTOs; and shall formally request and disseminate information pertaining to the recruit officer's basic training academy performance to the field training unit on a weekly basis.
4. Shall prepare an End of Probation Memo and submit it to the Chief of Police through his/her chain of command, with a recommendation to retain or dismiss the recruit officer.

C. The Field Training Unit Coordinator (33.4.3c)

1. Shall be a Sergeant as designated by the Chief of Police.
2. Shall be responsible for the daily operation of the program and assisting the Field Training Unit Commander with the general administration and evaluation of the field training and evaluation program and the staff monitoring of all recruit officers for the duration of their probationary period.
3. Shall monitor and evaluate the overall development of recruit officers during the field training process to ascertain any deficiencies and resolve them through training.
4. Shall be responsible (in concert with the unit commander) for planning, directing, and evaluating field training assignments, and for any changes in such assignments or variations in the length of the assignments.
5. Shall facilitate the assembly of information relating to a recruit officer's progress to the Field Training Unit Commander.
6. Shall conduct whenever possible, field training unit meetings to provide/receive firsthand information concerning recruit officer performance, and to allow the opportunity to observe the performance problem-solving techniques of the FTOs. Whenever possible, he/she should also attend the various training sessions conducted by and for the officers of the field training unit.

D. An FTO (33.4.3b,e)

1. Shall receive formal FTO training consistent with this program.

2. Shall serve as a role model for recruits, and be responsible for the development of the knowledge, skills, and abilities needed to perform patrol duties and practical application of police academy materials, and subsequent evaluation of their performance.
3. Shall be a sworn officer who has successfully completed the FTO selection process, or has been appointed by the Chief of Police if no qualified candidate is chosen during the selection process, or exigent circumstances exist.
4. May be released from field training and evaluation duties at his/her request after at least two years as an FTO, and/or with the approval of the field training commander and the Support Services Captain; by removal of assignment from patrol duties; or at the direction of the Chief of Police, Assistant Chief, or Support Services Captain.
5. Selection Process
 - a. The police department shall post notice of FTO openings. Memos expressing interest shall be sent to the Support Services Captain.
 - b. Minimum qualifications:
 - 1) Three years employment as a sworn law enforcement officer with at least two years with the Peoria Police Department, or otherwise authorized by the Chief of Police.
 - 2) Satisfactory department performance evaluations and disciplinary record.
 - c. A selection board shall assess all qualified applicants. The FTO candidate must successfully attain a passing assessment. Final FTO selection shall be made by the Chief of Police and/or their designee.

IV. ASSIGNMENT OF RECRUIT OFFICERS

- A. Assignments (33.4.3f)
 1. Recruit officers shall be assigned to the uniformed division, patrol operations, unless otherwise ordered by the Chief of Police, Assistant Chief, or Support Services Captain.
 2. Each recruit officer who is assigned to patrol operations shall be placed in a field training and evaluation assignment under the supervision of a field training coordinator and an FTO.
 - a. The field training assignment shall be predetermined and will be varied only when a recruit officer requires retraining.

- b. Recruit officers assigned to organizational units other than patrol operations may not be assigned to FTOs.

B. Phases

Throughout the phases of the FTO program, recruits will study and complete the Training Tasks curriculum, which is based on the core functions of a Peoria Police Officer (33.4.2a)

1. Orientation: consisting of in-house training, and proficiency testing/evaluation.
2. Phase 1: minimum 160 working hours (20 working days) maximum 280 hours (35 working days) (excluding classroom instruction)
 - a. For the first working day, the recruit officer works with the FTO and is not formally evaluated (daily observation report). This period is referred to as the Non-Evaluation Day (NED). During this time the recruit will receive training from the performance areas required in Phase 1 of the program.

Each time the recruit is assigned to a new FTO for a phase, the first day is always a NED. (Example, a recruit could have six NED's in their file.)
 - b. This phase includes structured field training in basic skills and a subsequent evaluation required to progress to the next training phases in the field training program.
 - c. The Field Training Coordinator will ensure that any missed days are made up and that the minimum number of working hours of training and evaluation have been completed.

Training may include a temporary assignment of eight-hour shifts to other operational areas to provide the recruit officer with a more comprehensive understanding of the law enforcement/emergency services functions in the community. These assignments will not count toward the minimum and maximum working hours/days and may continue throughout the rest of the program.

- d. The recruit officer is responsible for completing at least 25% of the workload. The recruit officer will complete and pass all phase tests and tasks before progressing to the next training phase.
3. Phase 1B: extension of Phase 1 (determined by the FTO Unit) which consists of the training hours between the minimum 160 working hours (20 working days) maximum 280 working hours (35 working days) (excluding classroom instruction) A new FTO should be assigned for each sub-phase when practical.
4. Phase 2: minimum 160 working hours (20 working days) maximum 280 hours (35 working days) (excluding classroom instruction)

- a. The recruit officer is responsible for completing at least 55% of the workload. The recruit officer will complete and pass all phase tests and tasks before progressing to the next training phase.
5. Phase 2B: extension of Phase 2 (determined by the FTO Unit) which consists of the training hours between the minimum 160 working hours (20 working days) maximum 280 hours (35 working days) (excluding classroom instruction) A new FTO should be assigned for each sub-phase when practical.
6. Phase 3: minimum 160 working hours (20 working days) maximum 280 hours (35 working days) (excluding classroom instruction)
 - a. This is a field training and evaluation period with an emphasis on reviewing the essential skills and knowledge required of a competent police officer, as well as corresponding classroom instruction.
 - b. The recruit officer is responsible for completing at least 95% of the workload. The recruit officer will complete and pass all phase tests and tasks before advancing to Phase 4 (Shadow).
7. Phase 3B: extension of Phase 3 (determined by the FTO Unit) which consists of the training hours between the minimum 160 working hours (20 working days) and the maximum 280 working hours (35 working days) (excluding classroom instruction) A new FTO should be assigned for each sub-phase when practical.
8. Phase 4 (Shadow): minimum 80 hours working hours (10 working days) maximum 120 working hours (15 working days) (excluding classroom instruction)
 - a. During this phase the FTO is in plainclothes and the recruit officer is in uniform. The trainer “shadows” the recruit in the same patrol unit and serves solely as an evaluator of the recruit officer’s performance.
 - b. The recruit officer is responsible for completing 100% of the police functions conducted during this phase of training.
 - c. The recruit officer shall certify for a solo patrol assignment upon successful completion of this phase of training.
9. Phase 5: balance of probationary employment period
 - a. This is the solo field patrol assignment of the recruit officer, and he will remain in patrol operations unless otherwise assigned.

V. EVALUATION PROCESS (33.4.2b; 33.4.3h)

FTO's are responsible for evaluating the progress of recruits, and their application of skills, knowledge, and abilities taught during their rotation. Forms and reports are provided as guidelines for the FTO to detail the observations and evaluations. All evaluations, forms, tests and tasks are maintained electronically via the Field Training Software and are available for review.

A. Daily Observation Report

Completed by the FTO each patrol shift, whether rating or not. Shall be submitted electronically via the field training software to the field training unit coordinator within the one week of the evaluation period.

B. Weekly Evaluation Report

Completed by the FTO for each training and evaluation week (Sunday through Saturday). Shall be submitted electronically via the field training software to the field training unit coordinator within one week of the evaluation period.

C. End of Phase Report

These evaluation reports will be completed at the end of each training or evaluation phase as appropriate. The evaluations will include information documented in the recruit's weekly progress reports, as well as earlier training objectives that were not satisfactorily completed or observed within the phase. The FTO will use the End of Phase Progress Evaluation as the final documentation for that particular phase of training.

Evaluation forms will document the recruit's progress in achieving the performance standards required in each Performance Area covered in the respective training phase. The FTO should emphasize specific objectives presented to the recruit as well as the judgement displayed in performing his/her duties, the skills and knowledge demonstrated in conducting field activities including the level of self-initiated activity demonstrated by the recruit. The Weekly Training Progress Report will not refer to any incident that is not documented in the Daily Training / Observation Notes or that has not been previously reviewed or discussed with the Recruit.

D. Written Examinations

Completed by recruit officers during the field training and evaluation period, with 80% required as a passing grade for all written exams.

E. Monthly Review (Phase 5)

Collaborative effort between shift supervisors, field training officers and the Field Training Unit to observe probationary officers in solo patrol ensuring that departmental standards are

met. This phase also serves as an opportunity to address, correct, and document any observed deficiencies on the part of the probationary officers.

1. When an officer successfully completes the FTO program, the Training Lieutenant will notify the Patrol Captain so that the Recruit Officer can be assigned to the appropriate shift, based on staffing needs of the department.
2. The Shift Commander shall then assign the Probationary Officer to a Patrol Sergeant for supervision, observation, and a monthly evaluation.
3. Patrol Sergeants shall meet with their assigned Probationary Officer(s), a minimum of one time per month to complete and discuss the Probationary Officer's Monthly Evaluation Form (see Appendix A). A copy of this form shall be submitted to the Shift Commander and shall be retained in the Probationary Officers shift file.
4. The Patrol Sergeant and Patrol Lieutenant shall ensure corrective action plans are in place if necessary. If a Probationary Officer does not respond to a corrective action plan, the Training Division shall be notified of the performance areas needing remedied.
5. The Probationary Officer Monthly Evaluation form is located in PowerDMS under the Patrol Forms tab.

The field training coordinator shall facilitate an evaluation of the recruit officer's Phases 1 through 5 performance and forward the reports to the Field Training Commander for review and submittal to the Chief of Police through their chain of command.

F. Records Retention

All field training and evaluation program files shall be maintained electronically in the departmental software field training files, by name. Electronic backup records shall be maintained by the Training Unit.

VI. PERFORMANCE AREAS AND RATINGS

PERFORMANCE AREAS

Each Recruit will be evaluated by the Field Training Officer using Performance Areas developed by analyzing the specific duties of a Peoria Police Officer as well as through researching successful field training programs nationwide. The level of performance that is required by the recruit to earn *Meets Standards: YES* rating is listed for each Performance Area. It is important for the recruit to thoroughly review the Field Training Manual to understand the level of performance required to successfully complete the training program. It is equally important for the recruit to understand that a *Meets Standards: NO* rating does not mean that the recruit is destined to fail. It is not uncommon for new officers to earn such ratings in some categories during the initial days of the Field Training Program. The FTO and the FTO Sergeant expect recruit officers to make mistakes and to learn from their experience. It is through these mistakes that the FTO can effectively evaluate the additional training needs of the recruit.

Performance Areas Evaluated

1. Interpersonal Relationships
2. Jurisdictional Geography / Orientation

3. Motor Vehicle Operation/ Use of Emergency Equipment
4. Electronic Communications
5. Directed Patrol Strategies / SIFA
6. Patrol Tactics / Officer Safety
7. Criminal Statutes – Ordinances / Procedural Criminal Law / Case Preparation
8. Information Processing / Case Building / Report Writing
9. Problem Solving and Decision Making
10. Traffic Enforcement / Crash Scene Management/Investigation

Each performance area will be rated and documented when observed by the FTO. *Meets Standards: YES* ratings will be given when the recruit earns such a rating regardless of their phase of training. However, a recruit can be given a *Meets Standards: NO* rating only after they have received instruction in that performance area.

Standard Evaluation Guidelines

The Field Training and Evaluation Process utilizes ten (10) performance assessment categories to report on-the-job proficiency. Each of the *Standard Evaluation Guidelines* (SEGs) are behaviorally anchored descriptors of performance as follows:

- *Exceeds Standards* (Consistently Meets Standards: Yes)
- *Meets Standards: Yes*
- *Meets Standards: No — Corrective Action Necessary*
- *Not Responding to Training*

It is important for the recruit to thoroughly learn the performance criterion in order to know exactly how on-the-job performance is being assessed.

The recruit should keep performance in perspective. The Field Training and Evaluation Process is not intended to ambush a recruit when errors occur. The Field Training Officers will work with the recruit to take the necessary corrective action when the recruit's performance *Meets Standards: Yes*. Recruits will learn from mistakes and Field Training Officer's will work with the recruit to take the appropriate *Corrective Action Necessary*.

Corrective Action Necessary

When a recruit's performance execution is not consistent with the *Uniform Method of Task Execution*, a *Meets Standards: No – Corrective Action Necessary* notation will be entered on the *Daily Observation Report*. The recruit's Field Training Officer will work with the recruit to take the corrective action. This will include additional training and performance coaching assistance.

Not Responding to Training

When additional training and coaching has been provided but the recruit is still unable to perform at a *Meets Standards: Yes* assessment, a notation of *Not Responding to Training (NRT)* will be made in the corresponding performance assessment category on the front side of the *Daily Observation Report*.

An *NRT* is an indication that performance problem exists which requires *Correction Action Necessary*. The FTO will work with the recruit to diagnose the exact extent of the performance problem and take the necessary corrective action.

On-going *Not Responding to Training (NRT)*, in spite of additional training and coaching is an indication that a performance problem exists that has the potential to place the recruit's continued employment in jeopardy. Failure to eliminate the area(s) of *Not Responding to Training (NRT)* may result in a Field Training Unit recommendation for an *Employment Status Review* to reassess the recruit's continued employment.

PERFORMANCE AREA GUIDELINES

1. Interpersonal Relationships

Evaluates a recruit's interaction with the public while providing law enforcement services. Evaluates recruit's interaction with persons within the Department including Field Training Officers, Command/Supervisory Staff, Support Personnel and Agency cohorts in accordance with Agency guidelines (policy and procedure, general and special orders).

Exceeds Standards (Consistently Meets Standards: Yes)

The recruit consistently demonstrates knowledge, skill, application and competency without FTO prompting or assistance.

Meets Standards: Yes

The recruit establishes a mutual trust and rapport with all persons. The recruit utilizes conflict-resolution skills to prevent situations from escalating by remaining neutrally objective by not allowing personal predetermined beliefs and opinions to enter the conversation through verbal or physical posturing. The recruit is responsive to each individual's concerns and requested service needs, thus providing a full array of specific, individual and appropriate responses. Problem resolution is determined by immediate assessment and following through by executing realistically feasible service delivery options (e.g., social services referrals, victim assistance, etc.). The recruit demonstrates personal stress management by not being goaded, manipulated, or baited into escalating confrontations including those videotaping police actions. Recruit's actions indicate that they are cognizant that gaining community support as well as acceptance requires mutual trust and respect between the citizenry and police. The recruit understands that every positive encounter with the public builds the next positive encounter, which builds trust in the police department as well as in the individual officer.

The recruit is responsive to the self-evaluation/coaching process by demonstrating ownership, accountability, responsibility, and full understanding of the consequences of their actions. The recruit prepares the *Daily Training Plan* and *Recruit Manual Training Tasks* to prepare for and facilitate the on-shift training planned for the next duty day. The recruit asks questions and does not hesitate to seek corrective action as well as performance coaching assistance. The recruit initiates the requests for additional training opportunities.

Meets Standards: No

The recruit is formal, tense when dealing with the public. Recruit fails to demonstrate personal stress management by being goaded, manipulated, or baited into escalating confrontations. The recruit fails to remain objective and neutral during call/incident handling, street contact with persons videotaping police actions, open carry persons, etc. The recruit's biases and prejudice are apparent in their verbal and nonverbal actions/behaviors based upon the individual's race, ethnicity, national origin, gender, age, religion, sexual orientation, physical, mental disability, as well as their criminal history status (e.g., suspect, arrestee, parolee). Recruit does not utilize feasible service delivery options to resolve problems and assist individuals. The recruit fails to recognize that gaining and maintaining community support and acceptance requires mutual trust and respect between the public and law enforcement. The recruit fails to recognize that professional law enforcement practices require investigating patterns of criminal behavior and that the use of race as a reason to stop someone is illegal (profiling).

Recruit fails to take ownership, accountability, and responsibility, and does not understand the consequences of their actions. The recruit rationalizes errors and mistakes by becoming verbally and non-verbally defensive, and is reluctant to ask questions and seek assistance for corrective action. Recruit fails to prepare the *Daily Training Plan* and *Recruit Manual Training Tasks*.

2. Jurisdictional Geography and Orientation

Evaluates recruit's competence to expeditiously respond to locations while operating police motor vehicle during general patrol and emergency response situations in accordance with Agency guidelines (policy and procedure, general and special orders).

Exceeds Standards (Consistently Meets Standards: Yes)

The recruit consistently demonstrates knowledge, skill and application competency without FTO prompting/assistance.

Meets Standards: Yes

The recruit is constantly aware of location (e.g., street/highway, block, mile marker, etc.) and responds to locations and destinations by most direct route. Effectively utilizes street directories and map overlays to determine locations and destinations with minimal need for Field Training Officer or Telecommunication's assistance. Does not require assistance to locate major streets, intersections and locations. The recruit effectively executes *On-Board Navigator* protocols by:

- Identifying and articulating the current location (street/highway).
- Identifying and articulating the precise block number, or closest mile marker.
- Determining and articulating the geographic direction of travel, and
- Identifying and articulating upcoming major cross streets and intersections, entrance/exit ramps.

The recruit demonstrates knowledge of routing shortcuts as well as tactical response considerations including concealment, cover, low visibility approaches, etc. Does not compromise public or officer safety due to lack of familiarity with frequently visited or hot spot locations.

Meets Standards: No

The recruit is unaware of the current and target location (e.g., street/highway, block, mile marker, etc.). Recruit is unfamiliar with major streets, intersections, and locations, block numbering sequence, landmarks, and geographic direction and becomes disoriented and lost. Recruit fails to effectively utilize streets directories and map overlays to precisely arrive at call locations utilizing most direct route. Lengthy response time compromises public and/or officer safety. Recruit is unable to demonstrate the multi-tasking capability to execute *On-Board Navigator*. The recruit compromises public and officer safety due to lack of familiarity with frequently visited locations or hot spot locations.

3. Motor Vehicle Operation/Use of Emergency Equipment

Evaluates recruit's competence to operate police motor vehicle and equipment during general patrol and emergency response situations regardless of environmental conditions, and vehicular and pedestrian traffic volumes in accordance with Agency guidelines (policy and procedure, general and special orders).

Exceeds Standards (Consistently Meets Standards: Yes)

The recruit consistently demonstrates knowledge, skill and application competency without FTO prompting/assistance.

Meets Standards: Yes

The recruit is compliant with traffic laws and procedural guidelines including operation and use of emergency equipment lights/sirens, speed –over posted protocols, fleeing-eluding and pursuit procedures, etc.) while operating police motor vehicle. The recruit effectively demonstrates multi-tasking and psychomotor skills by maintaining total control of the police motor vehicle emergency equipment (lights/sirens) while responding to calls for service and general patrol operations. The recruit responds to *hot calls* by driving at safe and defensible speeds, maintaining visual contact with road surfaces (e.g., streets, side-streets/intersections) while simultaneously utilizing on-board equipment. The recruit anticipates driver and pedestrian actions by taking appropriate and timely evasive actions and does not place self or public at risk.

Meets Standards: No

The recruit's inattentiveness results in traffic control/speed violations (e.g., improper lane usage, failure to completely stop at traffic control signs/devices, approaches to intersections, preparing for turns, etc.), placing other motorists and pedestrians at risk. Recruit drives too fast or too slow while responding to calls for service during general patrol operations or while responding to hot, in-progress calls. Recruit is unable to execute multi-tasking responsibilities and safely operate the police motor vehicle while observing people, places, situations and events. The recruit is unable to simultaneously operate on-board equipment and handle tasks requiring momentary diversion of the eyes from the roadway surface.

4. Electronic Communications/Use of Equipment

Evaluates recruit's competence to operate patrol vehicle electronics including the computer (MDT), telecommunications, and digital and video recording equipment, global positioning systems (GPS),

cellular phone equipment, Automated License Plate Readers, etc. in accordance with Agency guidelines (policy and procedure, general and special orders).

Exceeds Standards (Consistently Meets Standards: Yes)

The recruit consistently demonstrates knowledge, skill and application competency without FTO prompting/assistance.

Meets Standards: Yes

The recruit effectively serves as *On-Board Telecommunicator* by remaining attentive. Immediately responds to radio and computer transmissions by providing current location and status accurately, briefly and clearly. Recruit demonstrates awareness of potential telecommunication *dead spots* and *compromised transmission locations* e.g., radio and cellular phone) within the jurisdiction. Recruit demonstrates full understanding and execution of the use of all law enforcement computers, MDT, telecommunications, digital/video recording equipment, Global Positioning Systems, cell phone equipment and can operate same without placing self or others at risk (e.g., loss of visual contact with road surfaces, etc.). Recruit demonstrates the multi-tasking ability to actively listen and proactively respond to transmissions for other law enforcement units when appropriate. Recruit's transmissions are complete and clearly articulated regardless of circumstances (e.g., stressful and in-progress events). Recruit effectively operates law enforcement computers, MDT, telecommunications systems by formatting and sending computer-based information systems including NCIC inquiries, state and local databases to execute file checks on individuals, vehicles, locations, etc.

Meets Standards: No

The recruit's inattentiveness results in missed telecommunication by failing to actively listen and hear transmissions/acknowledge/read terminal message - computer transmissions, requires dispatches to be repeated. Recruit fails to provide Telecommunications/other units with accurate patrol unit location. Recruit fails to demonstrate multi-tasking ability and is inattentive to other unit's transmissions and telecommunication traffic thereby placing others at risk by not initiating spontaneous back-up response. Recruit fails to pre-plan – think through telecommunication responses and transmissions are not clear due to over-under modulations, speaking too fast and/or taking excessive pauses. Recruit requires FTO assistance to operate law enforcement computers, MDT, telecommunications, formatting and sending computer-based information systems including NCIC inquiries, state and local databases to execute file checks on individuals, vehicles, locations, etc. Recruit is unable to effectively operate digital/video recording equipment, Global Positioning Systems, cell phone equipment.

5. Directed Patrol Strategies and Self-Initiated Field Activity

Evaluates recruit's competence to utilize multiple sources of information to initiate proactive patrol activities in accordance with Agency guidelines (policy and procedure, general and special orders).

Exceeds Standards (Consistently Meets Standards: Yes)

The recruit consistently demonstrates knowledge, skill and application competency without FTO prompting/assistance.

Meets Standards: Yes

The recruit recalls information from roll call, shift activity summaries (e.g., CAD patrol printouts, want/warrants, hot sheets, BOLOs, etc.) and updates/maintains *Map Overlays* and utilizes this information to initiate proactive *Location and Perpetrator Oriented Patrols* (LOP/POP). Recruit anticipates trends and patterns of recurring incidents and potential problem areas by preparing a *Daily Patrol Plan* to target hot-spot areas during uncommitted patrol time (self-initiates field activity). Recruit constantly checks areas for out-of-the-ordinary activity. Recruit communicates pertinent *Location-Perpetrator Oriented Patrol* information while executing *Commentary Driving* exercises. Recruit does not hesitate to make street contact with suspicious persons and develop street sources (e.g., informants).

Meets Standards: No

The recruit fails to update *Map Overlays* and does not utilize the information to generate self-initiated field activity during non-committed patrol time with a *Daily Patrol Plans* targeting problem areas. Recruit fails to observe and detect out-of-the-ordinary events by articulating suspicious activity and behaviors (e.g., suspicious persons, high crime areas, etc.). The recruit is unaware of career criminals' on-view (e.g., parolees, convicted sex offenders, etc.) and fails to initiate field interview contacts and develop street sources for information (e.g., informants).

6. Patrol Tactics/Field Investigations/Officer Safety

Evaluates recruit's competence to effectively execute uniform patrol operational tactics in accordance with Agency guidelines (policy/procedure, general/special orders).

Exceeds Standards (Consistently Meets Standards: Yes)

The recruit consistently demonstrates knowledge, skill and application competency without FTO prompting/assistance.

Meets Standards: Yes

The recruit demonstrates multi-tasking capabilities of maintaining visual contact and scanning of individuals and demonstrating *disciplined focus* by recognizing, assessing and reacting to situations that contain rapidly changing, chaotic, suspicious (e.g., persons entering/exiting crime scenes) or unpredictable events. Recruit does not hesitate to immediately provide physical and verbal back-up assistance. Recruit appropriately sizes up situations and requests additional resources to manage situations/events. The recruit effectively executes *contact and cover protocols*. Recruit's tactical response protocols do not compromise officer or civilian safety. Recruit offsets patrol vehicle and maintains appropriate spatial distance. The recruit is tactically aware of approach to active/suspicious activity target areas (e.g., cover, concealment, inner-outer perimeters, etc.). Recruit is constantly aware of physical proxemics, maintains reactionary/bladed stance-gap, keeps weapon hand free, handcuffs prior to search and effectively communicates actions (e.g., clear and audible with appropriate dynamics of *officer presence*) to others to gain compliance and minimize confrontation and resistance. Recruit immediately complies with the Field Training Officer's direction, instruction and when necessary, *Directed Coaching*.

The recruit demonstrates understanding of potential trace evidence by recognizing and protecting crimes scenes and when appropriate, processing/collecting same (e.g., fingerprinting for AFIS submittal).

Meets Standards: No

The recruit fails to demonstrate multi-tasking capabilities (e.g., visual, auditory, bio-mechanical) and stay task-focused under time urgency. Recruit does not immediately provide verbal/physical back-up assistance when required. The recruit fails to preplan by preparing for encounters, assessing situations, entering locations and controlling scenes with tactical threat neutralization protocols. Recruit's tactical response protocols compromise officer and civilian safety. Recruit fails to offset patrol vehicle and maintain appropriate spatial distance. The recruit is not tactically aware of his/her approach to active/suspicious activity target areas such as cover, concealment, inner-outer perimeters, etc. Recruit fails to utilize only that force necessary to overcome the resistance of others. Recruit's verbal and non-verbal actions fail to neutralize and/or deescalate situations. Recruit is not aware of physical proxemics with others, fails to maintain reactionary/bladed stance-gap, keep weapon hand free, handcuff prior to search or effectively communicates commands/directions (e.g., lack of clear and audible directions and appropriate dynamics of *officer presence*). Fails to gain compliance and minimize confrontation and resistance. Recruit does not demonstrate personal stress management and is goaded, manipulated or baited into escalating confrontations. Recruit fails to immediately comply with the Field Training Officer's direction, instruction and when necessary, *Directed Coaching*.

The recruit fails to recognize and preserve possible crime scenes; contaminates potential trace evidence. Is unable to process crime scene when appropriate (e.g., identifying possible fingerprint sources) process/collect for AFIS submittal).

7. Criminal Statutes / Ordinances / Procedural Criminal Law / Courtroom Protocols

Evaluates recruit's knowledge and competent application of substantive and procedural criminal laws and prepares for criminal cases in accordance with Agency guidelines (policy and procedure, general and special orders).

Exceeds Standards (Consistently Meets Standards: Yes)

The recruit consistently demonstrates knowledge, skill and application competency without FTO prompting/assistance.

Meets Standards: Yes

The recruit demonstrates knowledge of the elements of substantive criminal laws (e.g., state statute and local ordinance) and determines the most appropriate reason(s) for apprehension/detainment/arrest. Recruit can readily distinguish between criminal and non-criminal activity. Recruit demonstrates understanding and application of laws of arrest, search and seizure and does not compromise exclusionary rule protocols. Recruit fully comprehends and executes lawful stop, frisk and search principles and practices in field contact/suspicious persons/custody situations.

Recruit demonstrates competent warrant procurement (e.g., affiant for search and arrest warrants) and execution (e.g., return of service) protocols.

Recruit prepares for courtroom testimony by reviewing all notes and incident/arrest report(s) and chain-of-custody protocols. Recruit ensures that victim(s), witness(s) were properly notified. Recruit makes

contact with prosecuting attorney to review direct-examination and potential cross-examination questions prior to court appearances.

Meets Standards: No

The recruit fails to demonstrate knowledge of the elements of substantive criminal laws (e.g., state statute and local ordinance); cannot determine the most appropriate reason(s) for apprehension/detainment or arrest. Recruit fails to distinguish between criminal and non-criminal activity. Recruit fails to demonstrate understanding and application of laws of arrest, search and seizure and compromises exclusionary rule protocols. Recruit does not fully comprehend and execute lawful stops, frisk and search principles and practices while in field contact with suspicious persons and/or custody situations.

Recruit fails to demonstrate competent warrant procurement (e.g., affiant for search and arrest warrants) and execution (e.g., return of service) protocols.

Recruit fails to adequately prepare for courtroom testimony by reviewing all notes and incident/arrest report(s) and chain-of-custody protocols. Recruit fails to ensure that victim(s), witness(s) were properly notified. Recruit fails to make contact with prosecutor (e.g., face-to-face meeting or by telephone) to review direct-examination and potential cross-examination questions prior to court appearances.

8. Information Processing/Case Building and Report Writing

Evaluates recruit's competence to fully and accurately investigate and record general incidents and criminal offenses and prepare/submit appropriate reports in accordance with Agency guidelines (policy and procedure, general and special orders).

Exceeds Standards (Consistently Meets Standards: Yes)

The recruit consistently demonstrates knowledge, skill and application competency without FTO prompting/assistance.

Meets Standards: Yes

The recruit's in-the-field/preliminary investigative notes contain the essential information (e.g., who, what, when, where, why, witnesses, welfare, weapons, how) by documenting events in the logical order they occurred. Reports are complete for the information and facts. Grammar, spelling, word usage and sentence structure do not compromise clarity of meaning. Recruit double-checks pertinent information prior to clearing contact with complainant, victim(s) and witnesses. Recruit proofreads reports for errors and omissions and makes corrections prior to the Field Training Officer's review. Recruit effectively utilizes body camera video to double-check for content/accuracy of statements/responses from victims, witnesses, etc. Recruit's reports are infrequently returned after Field Training Officer review for correction and revision.

Meets Standards: No

The recruit's in-the-field/preliminary investigative notes do not contain essential information (e.g., who, what, when, where, why, witnesses, welfare, weapons, how) by documenting events in the logical order they occurred. Reports are incomplete for the information and facts. Grammar, spelling, word usage and sentence structure errors compromise clarity of meaning. Recruit fails to double-check for pertinent

information prior to clearing contact with complainants, victim(s) and witnesses. Recruit does not utilize body camera video to double-check for content/accuracy of statements/responses from victims, witnesses, etc. Recruit fails to thoroughly proofread reports for errors and omissions and make corrections prior to the Field Training Officer's review. The recruit's reports are frequently returned after Field Training Officer review for correction and revision. Recruit's reports require extensive revision in order to meet submittal quality standards. Reports are not completed in an acceptable timeframe. Excessive report processing compromises the completion of other Field Training and Evaluation Process requirements (e.g. *Training Tasks*).

9. Problem Solving and Decision Making

Evaluates recruit's competence to define and resolves problems in accordance with Agency guidelines (policy and procedure, general and special orders).

Exceeds Standards (Consistently Meets Standards: Yes)

The recruit consistently demonstrates knowledge, skill and application competency without FTO prompting/assistance.

Meets Standards: Yes

The recruit thinks through and develops realistic options for problem resolution by:

- Accurately identifying the exact nature of the problem/issue,
- Identifying multiple options for resolving the situation,
- Determine and selecting the most viable of the available options and justifying why, and
- Following through on a *plan of action* to resolve the situation.

Recruit utilizes recall of information from prior situations/contacts to expedite problem resolution. The recruit's problem solving and decision-making skills are clearly evident during actual calls for service, and street contacts as well as during *Verbal Testing* (V/T) scenario execution.

Meets Standards: No

The recruit fails to think through and develop realistic options for problem resolution. Is unable to:

- Accurately identify the exact nature of the problem(s) or issue(s),
- Identify multiple options for resolving the situation,
- Determine and select the most viable options and justify the selection of the course of action, and
- Follow through by articulating a plan of action to resolve the situation.

Recruit fails to recall information from prior/similar situations in order to expedite current problem resolution. Recruit's problem solving and decision-making skills are compromised and/or absent during actual calls for service and street contacts as well as during *Verbal Testing* (V/T) scenario execution.

10. Traffic Enforcement/Crash Scene Management and Investigation

Evaluates recruit's competence to performance motor vehicle code/traffic enforcement, manage and investigate crash scenes and direct/control vehicular and pedestrian traffic in accordance with Agency guidelines (policy and procedure, general and special orders).

Exceeds Standards (Consistently Meets Standards: Yes)

The recruit consistently demonstrates knowledge, skill and application competency without FTO prompting/assistance.

Meets Standards: Yes

The recruit demonstrates knowledge of motor vehicle statutes (state law and local ordinance) by determining the most appropriate enforcement action (e.g., citation issuance, verbal warning, etc.). The recruit requests the appropriate personal (operator's license) and vehicle documents (e.g., registration, proof of insurance, rental contracts, etc.). Recruit properly cites hazardous action violation(s) when applicable. Recruit can articulate their enforcement decisions with due regard to the type of violation and the degree to which the individual placed others at public safety hazard/risk, etc. Recruit effectively utilizes *Map Overlays* and Traffic Crash mapping to target proactive enforcement action. The recruit demonstrates knowledge of the jurisdiction to spontaneously effect proactive traffic enforcement (Self-Initiated Field Activity) at high frequency crash locations, school/recreation areas, target areas reflecting speed over violations, right light/stop sign violations, prohibited/posted turn violations and citizen/neighborhood complaints, etc.

Recruit manages crash investigation by immediately assessing the level of injuries (if applicable) and summoning back-up/support services including additional law enforcement resources, emergency medical and fire personnel, life flight helicopter(s), towing services and Department of Transportation /public works personnel as necessary. Recruit demonstrates effective use of patrol vehicle placement and artificial lighting (patrol vehicle lights, emergency equipment, flares/cones, etc.) to protect persons from further injury and secure the crash scene. Recruit completely secures all pertinent information for crash reporting and expeditiously completes and files written/computerized reports.

Meets Standards: No

The recruit fails to demonstrate variety of traffic enforcement activity (e.g., cites only speed over violations, etc.). Recruit fails to detect or *see* vehicular and pedestrian violations. Recruit fails to utilize/update *Map Overlays* with pertinent Traffic Crash mapping information. Recruit's electronic or paper citations are not properly formatted/completed. Recruit fails to effectively manages crash investigation by immediately assessing the level of injuries (if applicable) and summoning back-up/support services including additional law enforcement resources, emergency medical and fire personnel, life flight helicopter(s), towing services and Department of Transportation/public works personnel as necessary. Recruit fails to effectively utilize patrol vehicle placement and artificial lighting such as patrol vehicle lights, emergency equipment, flares/cones, etc. thereby compromising safety and crash scene investigation. Recruit requires the Field Training Officer's assistance to secure applicable information at property damage/personal injury crash scenes and complete state crash reports. The recruit's reports require extensive Field Training Officer correction and revision in order to meet

submittal quality standards (paper and computer); excessive report processing compromises the completion of other Field Training Process requirements (e.g., *Training Tasks*).

VII. REMEDIAL TRAINING

Remedial training used to document training strategies that have been implemented by the Field Training Coordinator and the Field Training Officers to assist the recruit in improving deficient performance in specific Performance Areas in order to help them achieve a *Meets Standards: YES* rating.

VIII. EMPLOYMENT STATUS PROCESS

The successful completion of field training is required for all sworn personnel (33.4.1)

A. Unsatisfactory Performance

At any time during the probationary period a recruit is not performing at a satisfactory level, a performance review may be conducted.

1. Memoranda and recommendations for termination are forwarded to the Field Training Commander, who shall gather all memorandums and ensure that all supporting data is attached. A detailed report shall be prepared forwarded through the chain of command to the Chief of Police, with a recommendation.
2. If the Chief of Police concurs with the recommendation, the recruit shall be administratively relieved of duty by the Field Training Commander (or designee) and scheduled for an employment status hearing within seventy-two hours of such notification.
3. The Chief of Police shall preside over the employment status hearing, at which time the Field Training Commander and Coordinator shall present the reasons for the termination recommendation. The recruit shall be afforded an opportunity to respond to the field training unit's report of recommendation.
4. Upon completion of the employment status hearing, the Chief of Police (or designee) shall make the final decision for dismissal or retention.

B. Satisfactory Performance

1. Upon successful completion of probation, the following personnel compile a completion packet including training certifications, end of phase evaluation, basic training certificate, and other supporting documents as necessary with a memorandum with the Training Unit Commander's recommendation for advancement:
 - Chief of Police and/or designee

- Support Services Captain
- Field Training Unit Commander
- Field Training Unit Coordinator

2. The completion of probation report, if confirmed by the Chief, is sent to human resources for the change of status and records retention. The file is also maintained in the Training Unit.

IX. RETURNING OFFICER TRAINING

A. Program

The program provides a system to provide retraining and orientation to sworn officers returning to patrol operations from extended absences or assignments:

1. A sworn officer who has been absent from patrol operations for a period of one year or more may be assigned to an experienced police officer. The time period will be determined by the shift commander, and this decision will be based upon the officer's skill and capabilities.
2. During the time such a sworn officer is assigned with an experienced officer, they may be subject to the formalized evaluations required of a recruit officer in training. The experienced officer's function is to re-familiarize the officer with agency forms, updated policy/procedures/general orders, and in conjunction with the shift commander and/or training unit, ensure that the returning officer is provided such opportunities as are necessary to meet or requalify in skills required by officers assigned to patrol duties.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.

APPENDIX A:

PEORIA POLICE DEPARTMENT

PROBATIONARY OFFICER MONTHLY EVALUATION

PAGE 1

PROBATIONARY OFFICER: PATROL SERGEANT	EVALUATION PERIOD: FROM: TO:	DATE:
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The following performance rating indicates the Probationary Officer's performance during this rating period. The specific meaning of each rating can be found in the breakdown below:

- 4. *Exceeds standards*
- 3. *Meets standards - YES*
- 2. *Meets standards - NO - Corrective Action Plan Required*
- 1. *Not Responding to Corrective Action Plan*

PERFORMANCE AREAS - NEW	4	3	2	1	INITIAL
1. Interpersonal Relationships					
2. Jurisdictional Geography / Orientation					
3. Motor Vehicle Operation / Use of Emergency Equipment					
4. Electronic Communications					
5. Directed Patrol Strategies / Self-Initiated Field Activity					
6. Patrol Tactics					
7. Criminal Statues					
8. Information Processing / Case Building / Report Writing					
9. Problem Solving and Decision Making					
10. Traffic Enforcement / Crash Scene Management / Investigation					

Narrative:

Probationary Officer's Signature

Patrol Sergeant

Shift Commander

