


STRATFORD POLICE DEPARTMENT 	Type of Directive: Policy and Procedure	Updated: 01/31/2024
	Title: Field Training	No. 6.2
	Issuing Authority: Chief Joseph McNeil	Issued: 10-10-2018
	Reference: AS - 1.13.1, 1.13.3. 1.13.7, 2.9.4 History: 04-17-23	

PURPOSE:

The purpose of this policy is to establish procedural guidelines for the operation of the Field Training program within the Stratford Police Department. The purpose of this directive is to set forth the policies and procedures of the Stratford Police Department regarding the standards for the field training and evaluation program of new police officers and defines the duties, expectations, and responsibilities of field training personnel.

POLICY:

It shall be the policy of the Stratford Police Department that all new police officers complete a Field Training Program. The Field Training Program will conform to the regulations of the Connecticut Police Officer Standards and Training Council (POSTC).

PROCEDURE:

Administrative control of the program shall be located in the Training Division. The program shall be administered by the Training Division Supervisor or his/her designee. The Training Division Supervisor will serve as the point of contact for POSTC (**1.13.7d**).

The officer in charge of the Field Training Officer (FTO) Program will be known as the FTO Coordinator. The day-to-day operations of the FTO Program shall be assigned to an FTO Supervisor(s) as selected by the Training Division Supervisor (**1.13.7c**).

Applicants for the position of FTO must have at least three years of experience as a certified police officer and meet all other requirements as established by the Connecticut General Statutes and POSTC. The Training Division Supervisor shall arrange training for new FTO's to include in service training and attendance at a formal FTO Training Program that meets the minimum requirements as established by POSTC (**1.13.7e**). The Training Division Supervisor will select Field Training Officers (FTO's) depending on the needs of the agency. FTO selections will be approved by the Chief of Police or his/her designee prior to appointment (**1.13.7b**).

Goals and Objectives

- Improve the overall applicant process

- Establish a probationary officer appraisal system
- Establish a program review procedure
- Improve the probationary officer training process
- Establish career opportunities within the police department
- Establish and improve in-service retraining program for the agency
- Establish a special training program for police support units
- Improve police – community relations

Program Guidelines – New Police Academy Graduates

The program shall consist minimally of the POST mandated 400-hour training and evaluation program and shall meet all of the requirements as set forth in Connecticut General Statute § 7-294d (**1.13.7a**).

- The first 40 hours of training will be an “adjustment” period with general written orientation evaluations.
- The recruit/trainee will be evaluated daily in writing on the Daily Observation Report Form (DOR). FTO’s are responsible for evaluating recruits/trainees and completing the DOR’s in accordance with the Field Training Program Manual (**1.13.7g**).
- FTO’s shall immediately notify an on-duty supervisor of any major officer safety and/or performance issues that occurred involving his/her recruit/trainee. FTO’s shall notify the FTO Supervisor and Coordinator in writing before the end of his/her tour of duty, regardless if the issue has already been resolved and/or remediated (**1.13.7h**).
- The FTO Coordinator will supervise FTO’s in the performance of their function, and all FTO’s to whom recruits/trainees are assigned will meet weekly with the FTO Coordinator and/or Supervisor to discuss the progress of the recruit/trainee and any specific problems.
- The last forty (40) hours of training will be an “evaluation only” phase, with the FTO observing and evaluating, but not training the recruit. Prior to being released from field training, the recruit/trainee may be evaluated by a supervisor (Sergeant, Lieutenant, etc.) that is a certified FTO for a minimum of 8 hours and then report their observations to the FTO Coordinator. Rotation of recruit field assignments will be determined by the Training Division Supervisor.
- The FTO Program will be divided into four phases. When feasible, a different FTO will be assigned to the recruit for Phase I, Phase II, and Phase III along with a rotation of field assignments. The recruit will then be returned to the FTO they were assigned to during Phase I for the final evaluation. After completing Phase IV, the recruit may be assigned to a supervisor FTO for a minimum of eight (8) hours prior to being released from the FTO Program (**1.13.7f**).
- The total time period for the recruit’s field training CANNOT be less than 400 hours total. The phases should consist of the following time periods: Phase 1 – 160 hours, Phase 2 – 120 hours, Phase 3 – 80 hours, Phase 4 – 40 hours. Recruits/trainees shall never be assigned duties to work alone.
- Recruits/trainees shall not be assigned to a non-FTO for the purposes of evaluating them in the FTO program. In the temporary instance (i.e. FTO sick/vacation day and no other FTO working) that an FTO is not available a recruit/trainee can be assigned to a non-FTO officer at the discretion of the shift commander; however, the recruit/trainee will not receive credit towards the

completion of his/her POST required hours. The officer assigned must complete a non-FTO form to document the time worked with the recruit/trainee. The shift commander may also take this opportunity to assign the recruit to observe the other functions of the Department outside of patrol.

- The FTO Supervisor will complete a weekly FTO Supervisor's Report based on daily observation reports and evaluations of the FTO's. The FTO Supervisor's Report must then be added to the recruit's training file. The FTO Supervisor shall keep the FTO Coordinator advised of a recruit/trainee's progress.
- Recruits/trainees will be evaluated on the basis of an increasingly demanding performance criterion. The responsibility for documenting the recruit's progress rests with the FTO and the FTO Supervisor. The responsibility for recommending to command staff not to retain a recruit/trainee shall rest with the FTO Coordinator and the Training Division Supervisor.
- The recruit/trainee will be regarded as a non-entity during the entire FTO program for the purpose of assigning details, cover assignments, etc. A Field Training Unit shall be considered a one (1) officer unit. A recruit/trainee with less than satisfactory ratings at the end of the 400-hour field training period may be extended if the identified deficiency is remediable. All Daily Observation Reports (DOR's), FTO Supervisor's Weekly Report and the FTO Recruit Proficiency Check Off List along with any other training documents from the recruit's field training program will be placed in the recruit's training file.

Program Guidelines – Lateral Transfer Officers (1.13.7 i&j)

The program shall consist minimally of an 80-hour training and evaluation program.

- The lateral transfer trainee will be evaluated daily in writing on the Daily Observation Report Form (DOR). FTO's are responsible for evaluating the lateral transfer trainee and completing the DOR's in accordance with the Field Training Program Manual.
- The FTO Coordinator will supervise the FTO's in the performance of their function, and all FTO's to whom lateral transfer trainees are assigned will meet weekly with the FTO coordinator/supervisor to discuss the progress of the lateral transfer trainee and any specific problems. Prior to being released from field training the lateral transfer trainee may be evaluated by a supervisor (Sergeant, Lieutenant, etc.) that is a certified FTO for a minimum of 8 hours and then report their observations to the FTO coordinator. Rotation of lateral transfer officer's field assignments will be determined by the Training Division Supervisor.
- The FTO supervisor will complete a weekly FTO Supervisor's Report based on daily observation reports and evaluations of the FTO. The FTO Supervisor's Report must then be added to the lateral transfer trainee's training file. The FTO Supervisor shall keep the FTO Coordinator advised of a lateral transfer trainee's progress.
- The responsibility for documenting the lateral transfer trainee's progress rests with the FTO and the FTO Supervisor. The responsibility for recommending to the command staff not to retain a lateral transfer trainee shall rest with the FTO Coordinator and the Training Division Supervisor.
- The lateral transfer trainee will be regarded as a non-entity during the entire FTO program for the purpose of assigning details, cover assignments, etc. A Field Training unit shall be considered a one (1) officer unit. A lateral transfer trainee with less than satisfactory ratings at the end of the field training period may be extended if the identified deficiency is remediable. All DOR's, FTO

Supervisor's Weekly Reports, and the FTO Recruit Proficiency Check Off List along with any other training documents from the lateral transfer trainee's field training program will be placed in the trainee's training file.

At a minimum, the above listed criteria for lateral entry officers will also apply to out-of-state certified police officers hired as entry level officers after they have completed all POSTC requirements (**1.13.7j**) (Comparative Certification).

Newly sworn officers will complete training as required by Police Officer Standards and Training Council (POSTC) requirements prior to being allowed to carry a weapon or make an arrest except as part of a formal field training program (**1.13.3**). Field Training is a part of the selection process that combines field training with objective evaluations to ensure that the standards of a competent police officer are met. The Chief of Police or his designee will determine if an extension of field training is required.

All new Officers shall be required to review the entire Stratford Police Policy manual prior to the completion of the FTO process. The Training Supervisor will provide access to the SPD Policy Manual to all new Officers through the Power DMS platform (**2.9.4**).

All new Officers shall receive information recording the departments Accreditation Program during their Field Training Program. Accreditation information will be available to all sworn members on the Power DMS platform (**1.13.1 a&b**).