POLICY AND PROCEDURE NO. 130

Field Training Officer Program

Massachusetts Police Accreditation Standards:
33.4.3

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1. PURPOSE:

The purpose of the Worcester Police Department Field Training Program is to provide new Officers in Training (OIT) with comprehensive, hands-on training and mentorship that builds on the knowledge they obtained in the Academy, with practical application. This program is designed to enhance the skills, competencies, and decision-making abilities of OIT's, ensuring they are well-prepared to serve and protect the community effectively.

2. OBJECTIVE:

The objective of the Field Training Program is to facilitate a structured and supportive learning environment where OIT's can develop essential law enforcement skills under the guidance of experienced field training officers (FTOs). The program will focus on:

Skill Development: Equip officers in training (OITs) with the necessary skills for various law enforcement scenarios, including community policing, crisis intervention, and emergency response.

Policy and Procedure Familiarization: Ensure OITs are well-versed in departmental policies, legal standards, and best practices.

Performance Assessment: Provide ongoing evaluation and feedback to track progress and identify areas for improvement.

Community Engagement: Foster an understanding of community needs and promote positive relationships between law enforcement and the public.

Professional Growth: Encourage lifelong learning and adaptability within the changing landscape of law enforcement.

Through this program, the Worcester Police Department aims to cultivate a workforce that upholds the highest standards of integrity, professionalism, and community service.

3. DEFINITIONS:

A. FTO (Field Training Officer): A sworn, certified, experienced, officer assigned to mentor and train Officers in training (OIT) during their field training phase, providing guidance, support, and assessment of their performance in real-world scenarios. Responsible for DOR (Daily Observation Report) and end of phase reporting. MPAC 33.4.3

B. OIT (Officer in Training): A newly hired sworn probationary officer undergoing the field training program assigned to patrol duties, who is being trained and evaluated by the FTO. MPAC 33.4.3

C. DOR (Daily Observation Report): A documentation tool used by FTOs to record the OIT's performance, behaviors, and skills observed on a daily basis, serving as a basis for feedback and evaluation.

D. End of Phase Report: A comprehensive evaluation prepared by the FTO at the conclusion of each training phase, summarizing the OIT's performance, strengths, areas for improvement, and readiness to progress to the next phase.

E. MPTC: Municipal Police Training Committee: State agency responsible for developing, standardizing, and enforcing training for all law enforcement officers across the Commonwealth.

F. PowerDMS: Software program (Power Ready) containing Field Training documentation and forms (DOR, end of phase, etc) for review that Field Training Officer, Trainee (OIT), and Supervisor will utilize to document all phases of the program.

G. Supervisor Weekly Report: A weekly summary created by the FTO for supervisory review, detailing the OIT's progress, any significant incidents, and ongoing training needs, ensuring transparency and effective oversight throughout the training evaluation process. MPAC 33.4.3

4. CHAIN OF COMMAND/REPORTING:

OIT will be assigned to the Operations Division for Morning Report Purposes.

A. Program Administrator: Training Division Captain

B. Program Coordinator: Training Division Sergeant

C. Field Training Supervisors: Operations Division Sergeants will be responsible to meet with the FTO and OIT to review progress and fill out Supervisor weekly report. Operations Supervisors will also sign DOR (Daily Observation Reports). MPAC 33.4.3

D. Field Training Officer (FTO): responsible for DOR (Daily Observation Report) and end of phase evaluation reporting. MPAC 33.4.3

E. Officer in Training (OIT)

5. STRUCTURE:

A. All lateral transfers will complete at least 40hrs of training and a number of hours of Field Training determined by training division. MPAC 33.4.3

B. Newly sworn (non-lateral hired officer) Officers will complete at least 160 hours of training in the field outside of any required classroom instruction. MPAC 33.4.3

C. Newly sworn officers will be evaluated by a trained Field Training Officer (FTO). MPAC 33.4.3

D. WPD FTO program for newly sworn (non-lateral hired) officers will consist of 12 Weeks.

E. 3 Phases (Rotation) MPAC 33.4.3

F. Phase 1 (4 Weeks) OIT assigned Primary FTO

G. Phase 2 (6 Weeks) OIT Transitions to Secondary FTO

H. Phase 3 (2 Weeks) OIT Returns to Primary FTO (Shadow Phase) FTO Observation

6. SHIFT ASSIGNMENT:

A. OITs will be evenly distributed amongst the shifts based on FTO Availability.

B. Newly sworn OITs will be assigned to two different shifts during their 12-week program. MPAC 33.4.3

C. During Phase 2, OIT's will be assigned 1 shift in the Service Division and 1 shift in Communications for familiarization.

7. FTO & SUPERVISOR SELECTION:

A. In good standing with WPD MPAC 33.4.3

B. Identified and recommended by Unit Commanders & Training Division

C. Final Approval by Chief of Police

D. FTO's will be identified by wearing the "FTO" pin on their uniform above their name plate.

8. COMPENSATION:

A. FTO's may incur overtime as needed to complete necessary Daily Observation Report (DOR) paperwork or meet with their OITs before or after their shift.

B. FTO's will be compensated 1 comp hour per shift as an FTO.

9. TRAINING:

A. Effective August 1, 2026, new FTO's will attend the MPTC field training program.

B. FTO's and FTO Supervisors will attend the 8hr WPD In-House FTO in service training Course. MPAC 33.4.3

To include:

1. FTO Policy
2. FTO Task Book- POWERDMS (power ready)
3. FTO Daily Observation Reports- POWERDMS (power ready)
4. Roles & Responsibilities of FTO & Supervisor
5. OIT Remedial Training
6. Scenario Based Training

C. FTO's will attend in service training (either annually or before assignment to new officer). MPAC 33.4.3

10. HOSPITAL GUARD:

A. OITs will only be scheduled for 4 hospital guard assignments during their FTO Program.

B. 2 Hospital Guard shifts will be with their FTO's for training.

C. 2 Hospital Guard shifts will be solo to demonstrate knowledge of assignments.

D. In minimal staffing situations where an OIT must be assigned to hospital guards beyond their 4 assignments, the Operations Supervisor will request permission from the shift commander.

11. DETAILS:

A. OITs will not work any off-duty assignments for the first six weeks of their FTO Program.

B. OITs will only work details on their scheduled two days off.

C. OITs will not work details on days they are regularly scheduled to work.

D. OITs will only be assigned to off duty assignments with other veteran officers and will not be assigned by themselves.

12. EVALUATION & BIDDING:

A. Upon Completion of Phase 2:

1. OIT recommended moving to Phase 3

2. OIT recommended to remain in Phase 2 for additional training.

B. If OIT is recommended to move to Phase 3:

1. OIT will bid for shift assignment following the Department bid process.

2. OIT's will then be transferred from the Training Division to their newly assigned units following completion of their Phase 3 Training and successful completion of their FTO Program.

C. OIT's who failed to progress to Phase 3 will be given additional training to improve any deficiencies.

D. Any OIT unable to progress to Phase 3 will be evaluated for their ability to be a Worcester Police Officer and may be evaluated for employment termination.

E. Officers on probation who do not satisfactorily pass FTO training will be required to undergo another FTO training segment. Those that do not pass the second FTO segment may be relieved of duty at the discretion of the Chief of Police.

Per:

Paul B. Saucier
Chief of Police

Revisions:

June 4, 2026–

MPAC Standards added; Definition FTO – "seasoned" changed to "sworn, certified, experienced"; Recruit/Student officer – changed to Officer in Training throughout to mean newly hired; End of phase report – definition to include "evaluation"; Supervisor weekly report – to include "evaluation"; Added responsibility to meet with FTO & OIT to review progress & evaluation reporting; Added lateral transfers to receive at least 40 hours of training; Added non-lateral hired officers to receive at least 160 hours of training; Added phases equal rotation; Highlight that newly sworn OIT's will be assigned 2 different shifts for 12-week program; Added FTO Supervisor selection criteria; Additional training for FTO's required beginning 8/1/26.