



POLICY AND PROCEDURE

NO.130

Field Training Officer Program

Date Issued June 26, 2025	Date Effective June 26, 2025	Revision No. -	No. of pages 4
------------------------------	---------------------------------	-------------------	-------------------

1. PURPOSE

The purpose of the Worcester Police Department Field Training Program is to provide new recruits 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 recruits, 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 recruits 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

- FTO (Field Training Officer):** A seasoned officer assigned to mentor and train recruits during their field training phase, providing guidance, support, and assessment of their performance in real-world scenarios.
- OIT (Officer in Training):** A probationary officer undergoing the field training program who is being trained and evaluated by the FTO.

- 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. **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 process.

4. CHAIN OF COMMAND

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
- D. Field Training Officer (FTO)
- E. Officer in Training (OIT)

5. STRUCTURE

- A. 12 Week Program
- B. 3 Phases
- C. Phase 1 (4 Weeks) OIT assigned Primary FTO
- D. Phase 2 (6 Weeks) OIT Transitions to Secondary FTO
- E. 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. OITs will be assigned to two different shifts during their 12-week program.
- 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
- 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. FTO's and FTO Supervisors will attend the 2 Day WPD In-House FTO Training Course
- B. 2- Day Course Topics:
 - 1. FTO Policy
 - 2. FTO Task Book
 - 3. FTO Daily Observation Reports
 - 4. Roles & Responsibilities of FTO & Supervisor
 - 5. OIT Remedial Training
 - 6. Scenario Based Training

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 assignment
- D. In minimal staffing situations where an OIT must be assigned to hospital guard 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 to move 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