

Geneva Police Department <b>GENERAL ORDERS</b>	<b>FIELD TRAINING AND EVALUATION PROGRAM</b>
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure 32.4 <input type="checkbox"/> amends:	<b>cross-reference:</b>  <b>Accreditation/Recognition standards:</b> C.A.L.E.A.: 33.4.3 NYS L.E.A.P.: 32.5
<b>effective date:</b> 2.26.04	<b>issue/amend date:</b> 2.26.04 / 2.13.15 / 10.16.19 / 11.24.21

<b>I. PURPOSE</b>	The purpose of this General Order is to establish and describe policies and procedures for a Field Training and Evaluation Program.
<b>II. POLICY</b>	It is the policy of the Geneva Police Department that all newly hired probationary recruit officers (referred to hereafter as recruit officers) shall undergo and successfully complete a Supervised Field Training and Evaluation Program as set forth in this order. This includes both new police officers and lateral hires.
<b>III. PROCEDURE</b>	<p><b>A.</b> The objectives of the Field Training and Evaluation Program shall be to:</p> <ol style="list-style-type: none"> <li>1. Provide recruit officers with supervised field experiences and knowledge following the completion of basic police academy training;</li> <li>2. Provide recruit officers with instructions in police policies, procedures, and rules and regulations that are Department specific;</li> <li>3. Evaluate the performance of recruit officers in order to determine their suitability for continued employment; and,</li> <li>4. Follow the procedures as set forth in this order and those in the <u><i>Supervised Field Training Review and Orientation Guide</i></u> as set forth by the NYS Division of Criminal Justice Services Office of Public Safety (<i>OPS Guide</i>). A copy of the <i>OPS Guide</i> shall be provided to all Field Training Officers (FTOs) and Shift Field Training Coordinators.</li> </ol>
<b>IV. FIELD TRAINING PROGRAM ADMINISTRATION AND SUPERVISION</b>	<p><b>A.</b> The Field Training and Evaluation Program (FTE Program) is comprised of the following:</p> <ol style="list-style-type: none"> <li>1. <b><u>Field Training Program Administrator</u></b> (FTPA) - The Program will be under the overall direction of the Uniform Lieutenant who is designated as the Program Administrator.</li> <li>2. <b><u>Shift Field Training Coordinator</u></b> – An immediate supervisor will be designated as a Shift Field Training Coordinator by the Chief of Police.</li> <li>3. <b><u>Field Training Officers</u></b> (FTOs) - Patrol Officers who have been trained and assigned as FTOs.</li> </ol> <p><b>B.</b> FTOs and recruit officers shall be under the overall supervision of the FTPA for field training activities. Regular shift patrol supervisors will be responsible for day-to-day supervision. The chain-of-command for field training purposes is:</p> <ol style="list-style-type: none"> <li>1. FTO</li> <li>2. Shift Field Training Coordinator</li> <li>3. Field Training Program Administrator</li> <li>4. Chief of Police</li> </ol>

**V. DUTIES AND RESPONSIBILITIES**

- A.** The Field Training Program Administrator is responsible for the following:
1. Overall management of the program and the supervision of FTOs in their FTO duties;
  2. Ensure adherence to Department policies and procedures;
  3. Serve as a liaison to the Finger Lakes Law Enforcement Academy or other basic police academy utilized by the Department.
  4. Recommend changes and/or improvements to the program to the Chief of Police;
  5. The scheduling and rotation of police recruit officer's assignments;
  6. Develop and issue FTO assignments and make adjustments as required;
  7. Review Daily Observation Reports (DORs), Evaluation Summary Reports and/or other reports as required by the FTE Program; once reviewed, reports will be maintained by the FTPA.
- B.** The Shift Field Training Coordinator is responsible for the following:
1. Monitor and supervise the activities of the recruit officers and FTOs as assigned on a day-to-day basis;
  2. Advise the Field Training Program Administrator on the recruit officer's progress and any issues or problems that arise;
  3. Review DORs, Evaluation Summary Reports and other reports as required by the FTE Program and forward such reports to the Field Training Program Administrator;
  4. Make necessary adjustments in the scheduling of FTO assignments when so required;
  5. Handle the day-to-day issues that arise in connection with the FTE Program and advise other supervisors regarding the Program and it's participants.
- C.** FTOs will be responsible for the following:
1. Conduct field training and evaluation activities as assigned and in accordance with departmental policies and procedures;
  2. Use the New York State Division of Criminal Justice Services, Office of Public Safety (OPS) Supervised Field Training Review and Orientation Guide for evaluating and rating a recruit officer's performance;
  3. Supervise, train, teach, evaluate, and counsel the recruit officer;
  4. Be a positive role model for the recruit officer;
  5. Complete required OPS reports on a timely basis, including the following:
    - a. **Daily Observation Reports** (DORs) - to be completed on a daily basis during each tour of duty while training a recruit officer.
    - b. The FTO will complete any other required paperwork as directed by the Field Training Program Administrator or Shift Field Training Coordinator.

<p><b>VI. FIELD TRAINING OFFICERS QUALIFICATIONS AND SELECTION</b></p>	<p><b>A.</b> Candidates for the position of FTOs shall:</p> <ol style="list-style-type: none"> <li>1. Be a police officer with at least two (2) years of continuous service with the Geneva Police Department;</li> <li>2. Possess the knowledge, skills, and abilities to perform successfully as a police officer;</li> <li>3. Possess strong oral and written communication skills;</li> <li>4. Exhibit skills in a variety of areas, including courtesy, inter-personal relationships, ability to manage and evaluate police performance under various circumstances, and the ability to recognize and successfully manage potentially violent situations;</li> <li>5. Be mature, patient, fair, dependable and objective;</li> <li>6. Possess a favorable performance evaluation and disciplinary record.</li> </ol> <p><b>B.</b> Selection of FTOs</p> <ol style="list-style-type: none"> <li>1. Supervisors shall recommend to the Chief of Police any officer whom they believe is qualified under the criteria as set forth above in §VI A 1-6 as potential FTOs.</li> <li>2. After considering the supervisors' recommendations, the Chief of Police shall select the FTOs.</li> </ol> <p><b>C.</b> Prior to actually being assigned a recruit officer, police officers selected to serve as FTOs will successfully complete and be certified in the Police Field Training Officer Course, as issued by the New York State Division of Criminal Justice Services, Office of Public Safety, or other equivalent basic FTO training course.</p> <p><b>D.</b> The Field Training Program Administrator will direct and arrange for such other training that may be useful for FTOs to complete their duties.</p>
<p><b>VII. FIELD TRAINING PROGRAM ORGANIZATION</b></p>	<p><b>A.</b> All recruit officers shall receive a copy of a Geneva Police Field Training Program and Evaluation Guide which contains the standardized evaluation guidelines for which the recruit will be responsible for learning and meeting.</p> <p><b>B.</b> All recruit officers shall undergo a period of supervised training and evaluation. No recruit officer may be elevated to a regular duty assignment until all requirements of the program are met.</p> <p><b>C.</b> Upon graduation from the police academy, a new recruit officer shall be enrolled in the Field Training and Evaluation Program for a period of at least ten (10) work weeks, rotating assignments as follows:</p> <ol style="list-style-type: none"> <li>1. <u>Phase 1</u>: Assignment to a FTO on a Patrol Shift for a period of four (4) weeks. This FTO will be considered the recruit officer's "<u>Primary FTO.</u>"</li> <li>2. <u>Phase 2</u>: Assignment to a second FTO for a period of four (4) weeks.</li> <li>3. <u>Phase 3</u>: Assignment to a third FTO for a period of four (4) weeks.</li> <li>4. <u>Phase 4 (Final Phase)</u>: Assignment to the "<u>Primary FTO</u>" for a two (2) week period. This is an evaluation only phase. The recruit officer will perform all necessary tasks and the FTO will observe and evaluate the probationary officer's performance. The FTO will be in plain clothes for the first week and in full uniform assigned to a separate patrol vehicle for the final week.</li> </ol> <p style="text-align: center;"><b><u>Note:</u></b> <b>The FTO will intervene to prevent any conduct or actions by the recruit officer that may be unsafe, illegal, or in violation of Department policy.</b></p>

<b>VII. FIELD TRAINING PROGRAM ORGANIZATION (CONT.)</b>	<p><b>D.</b> During Phase (1, 2, and 3) mandatory requirements must be successfully completed before the recruit officer can proceed onto the next Phase.</p> <p><b>E.</b> Lateral police hires or officers with prior police experience may have an accelerated FTE Program upon the authorization of the Chief of Police in consultation with the Field Training Program Administrator. The accelerated program will be based on the officer's level of experience, training, background, and familiarity with the Geneva Police Department and its policies and procedures.</p> <p><b>F.</b> The Field Training Program Administrator, in consultation with the Chief of Police, may extend the FTE Program for an individual officer if deemed necessary or appropriate.</p>
<b>VIII. EVALUATION PROCEDURES</b>	<p><b>A.</b> The recruit officer's performance shall be evaluated formally in writing, by his/her assigned FTO on a daily basis by the use of a DOR.</p> <p><b>B.</b> <u>End of Phase Meetings:</u> During the final week of Phases (1, 2, and 3), the Field Training Program Administrator will schedule a meeting with the FTO and the recruit officer to discuss the progress of the recruit officer and look through the Field Training Program Requirement Packet (Attachment B).</p> <p><b>C.</b> <u>Final Phase Meeting:</u> The Program Administrator will schedule a meeting during the final week of Phase 4 to discuss the recruit officer's progress and determine whether to recommend to the Chief of Police that the officer be extended in the FTE Program or released from the program.</p> <p><b>D.</b> <u>Special Evaluation Meeting:</u> The Program Administrator may call a special meeting at any time to talk about a recruit officer who has demonstrated inconsistent or unacceptable performance, or any attitude problem.</p>
<b>IX. COMPLETION OF PROGRAM</b>	<p><b>A.</b> The Field Training Program Administrator will notify the Chief of Police when a recruit officer successfully completes the FTE Program, with a recommendation that the officer be released from the program and cleared for full duty. The Chief will review all program documentation and if he concurs, release the recruit officer to full duty. If there is non-concurrence, the Chief of Police will discuss the situation with the Field Training Program Administrator and decide upon a course of action.</p> <p><b>B.</b> The Field Training Program Administrator will notify the Chief of Police when a recruit officer fails to successfully complete the FTE Program. In such cases, the Chief of Police will review all available documentation and then in consultation with the Field Training Program Administrator, decide whether to continue the recruit officer in the FTE Program or initiate termination procedures.</p> <p style="text-align: center;"><i>ATTACHMENTS</i></p> <p><i>A: Daily Observation Report</i></p> <p><i>B: Requirement Packet</i></p> <p><i>C: Completion Letter</i></p> <p style="text-align: right;">Approved By</p> <p style="text-align: right;"><b>MICHAEL J. PASSALACQUA</b> <i>CHIEF OF POLICE</i></p>