

<p style="text-align: center;">East Haven Police Department</p> 	Type of Directive: Policies & Procedures		No. 435.3
	Subject/Title: Field Training Program	Issue Date: April 24, 2018	
		Effective Date: June 11, 2018	
	Issuing Authority: Honorable Board of Police Commissioners	Review Date: Annually	
References/Attachments: Connecticut General Statute § 7-294d		Rescinds: 435.2	Amends: N/A

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department (EHPD) 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.

II. POLICY

- A. It shall be the policy of the East Haven Police Department that all new police officers complete a Field Training Program.
- B. The Field Training Program will conform to the regulations of the Connecticut Police Officer Standards and Training Council (POST).

III. PROCEDURES

- A. Operational Control
1. Administrative control of the program shall be located in the Administrative and Training Division.
 2. The program shall be administered by the Head of the Administrative and Training Division (ATD) or his/her designee.
 - a. The Head of the ATD will serve as the point of contact for POST.
 - b. The officer in charge of the Field Training Officer (FTO) Program will be known as the FTO Coordinator.

- 1) The FTO Coordinator will be the Head of the ATD or his/her designee.
 3. The day to day operations of the FTO Program shall be assigned to an FTO Supervisor(s) as selected by the FTO Coordinator.
 4. A board of officers selected by the Chief of Police to include at least one FTO and the ATD shall conduct oral interviews to select FTOs as necessary.
 - a. Applicants 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 POST.
 - 1) Applicants performance evaluation ratings will be considered in the selection process.
 - b. The ATD shall arrange training for new FTOs to include in-service training and attendance at a formal FTO Training Program that meets the minimum requirements as established by POST.
- B. Program Guidelines – New Police Academy Graduates
1. 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.
 2. The first 40 hours of training will be an “adjustment” period with general written orientation evaluations.
 3. The recruit/trainee will be evaluated daily in writing on the Daily Observation Report Form (DOR).
 - a. FTO’s are responsible for evaluating recruits/trainees and completing the DOR’s in accordance with the Field Training Program Manual.
 - b. 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.
 - 1) 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.
 4. 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.
 5. The last forty (40) hours of training will be an “evaluation only” phase, with the FTO observing and evaluating, but not training the recruit.
 6. 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.

7. 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.
8. 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.
9. The phases will be for the approximate time periods listed below, however, due to changing shifts and days off, the time periods are approximate and may vary slightly.
10. 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:
 - a. Phase I – 160 hours
 - b. Phase II – 120 hours
 - c. Phase III – 80 hours
 - d. Phase IV – 40 hours
11. Recruits/trainees shall never be assigned duties to work alone.
12. 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.
13. The FTO Supervisor will complete a weekly FTO Supervisor's Report based on daily observation reports and evaluations of the FTO's.
 - a. The FTO Supervisor's Report must then be added to the recruit's training file.
 - b. The FTO Supervisor shall keep the FTO Coordinator advised of a recruit/trainee's progress.
14. Recruits/trainees will be evaluated on the basis of an increasingly demanding performance criterion.
15. The responsibility for documenting the recruit's progress rests with the FTO and the FTO Supervisor.

16. The responsibility for recommending to command staff not to retain a recruit/trainee shall rest with the FTO Coordinator.
17. 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.
18. 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.
19. 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.

C. Program Guidelines – Lateral Transfer Officers

1. The program shall consist minimally of an 80-hour training and evaluation program.
2. The lateral transfer trainee will be evaluated daily in writing on the Daily Observation Report Form (DOR).
 - a. FTO's are responsible for evaluating the lateral transfer trainee and completing the DOR's in accordance with the Field Training Program Manual.
3. 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.
4. 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.
5. The FTO supervisor will complete a weekly FTO Supervisor's Report based on daily observation reports and evaluations of the FTO.
 - a. The FTO Supervisor's Report must then be added to the lateral transfer trainee's training file.
 - b. The FTO Supervisor shall keep the FTO Coordinator advised of a lateral transfer trainee's progress.
6. The responsibility for documenting the lateral transfer trainee's progress rests with the FTO and the FTO Supervisor.
7. The responsibility for recommending to the command staff not to retain a lateral transfer trainee shall rest with the FTO Coordinator.

8. 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.
9. 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.
10. 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.