
Purpose

This policy sets forth guidelines governing the Bemidji Police Department's Field Training and Evaluation program (FTEP).

Policy

The attainment of highly trained police officers is a fundamental goal of the Bemidji Police Department. The FTEP is responsible for providing entry level training to the newly hired police officer. It is also the FTEP's responsibility to provide input to the department's administration (Captain and Chief of Police) in the form of recommendations for retention or termination of the probationary officer. The FTEP makes recommendations based on observed performance and the trainee's demonstrated ability, or the lack thereof. If it is determined a recommendation for termination is necessary, it shall be conveyed to the department's administration as soon as possible.

Procedure

I. FTEP management

- a.** The FTEP will be overseen and supervised by the FTEP Coordinator. The FTEP Coordinator should be of sergeant's rank, have training/experience in field training methodology, and will be selected by the chief of police.

II. FTEP overview

- a.** In the initial stage of the FTEP, the trainee will complete an orientation where he/she will complete personnel requirements, become acquainted with the department and other local agencies, be issued uniforms and equipment, and ensure that he/she is fully prepared to perform in the FTEP.
- b.** The FTEP should last 14 weeks, although a trainee may stay in the program longer based on the need for additional training. The trainee may also progress at an accelerated rate due to prior experience in law enforcement, familiarity with this department, and/or demonstrated proficiency in the various stage requirements.
- c.** The stages of training should progress as follows:
 - i.** Phases 1-3 will consist of approximately four weeks of training each (approximately 14 shifts each).
 - ii.** Phase 4 will consist of two weeks of training (approximately seven shifts).
 - iii.** Trainees will be partnered with a different Field Training Officer (FTO) for each phase, except for the final phase (Phase 4) in which the trainee will partner with the same FTO as in Phase 1.
 - iv.** Phase 1 will be conducted on a day shift, Phase 2 on a mid-shift, and Phase 3 on a night shift. The FTEP Coordinator will determine the trainee's schedule which may be adjusted as needed.

- d. The trainee will enter Phase 4 of training based on his/her “likelihood of success” in working in a solo capacity.
- e. During Phase 4 the FTO may wear civilian clothes in order to focus attention to the trainee. The FTO will still carry, at a minimum, a department issued firearm, handcuffs, portable radio, and will wear body armor.

III. Rating of Trainee

Rating of the trainee will be conducted as follows:

- a. Ratings shall be applied on a daily basis, with the exception of the first four shifts of training and the first day of each phase. These days will be considered “limbo” days. A Daily Observation Report (DOR) will still be submitted on “limbo” days, but no numerical ratings applied to the form.
- b. The ratings on the DORs shall be based on performance descriptions contained in the Standardized Evaluation Guidelines (SEGs).
- c. The FTO and trainee will discuss the DOR following each shift and each will sign the finalized form.
- d. The DORs will be submitted to the FTEP Coordinator once completed by the FTO.
- e. The FTEP Coordinator will maintain a DOR chart which will record the numerical ratings to track performance over each phase.
- f. The FTOs and FTEP Coordinator will communicate regarding the trainee’s progress during each phase in order to assess the trainee’s successful transition to the next phase or solo duty.
- g. The FTO will submit a Change of Phase form to the FTEP Coordinator listing the trainee’s status (on schedule, ahead of schedule, behind schedule) and further list the trainee’s strengths and weaknesses. The FTO receiving the trainee will also receive a copy of the Change of Phase form.
- h. The FTEP Coordinator will communicate with the Captain regarding the trainee’s progress and any issues which may arise.

IV. FTEP Manual

The FTEP Manual will be utilized as follows:

- a. Critical Task Lists assigned to each phase will be discussed/performed with the trainee by the FTO.
- b. The FTO will initial and date each Critical Task List field once completed, either by discussion or by the trainee demonstrating understanding or proficiency.
- c. The FTO will be responsible to ensure the Critical Task List is up to date in each phase before recommending the trainee for transition to the next phase or solo duty.
- d. The FTEP Coordinator will periodically review the FTEP Manual to ensure it is up to date and comprehensive.

V. FTO Responsibilities

- a.** Trainees shall not be assigned beyond the control of the FTO. The FTO and trainee should be considered a one-person squad for the purpose of assigning calls for service.
- b.** In order to utilize training time efficiently, the FTO and trainee should not be assigned to daily tasks once said tasks are completed in the Critical Task Lists (i.e. airport security detail).
- c.** Information contained in the DORs is considered sensitive and should not be discussed or revealed to anyone outside of the FTEP. Any documents related to the program should be maintained in a secure manner and considered as personnel documents.
- d.** Any department employee outside of the FTEP who has concerns with the trainee's progress/performance, FTO's performance, or general concerns with the FTEP will first address the issue(s) with the FTEP Coordinator.

VI. Field Training Officer Selection

- a.** When an FTO opening exists the Chief of Police or Captain will solicit letters of interest from patrol officers. Recommendations from current FTOs and the FTEP Coordinator will be considered. The selection of FTO shall be made by the Chief of Police. The following criteria will be considered:
 - i.** Years of experience as a license police officer
 - ii.** Good attendance record
 - iii.** Above average job skills, knowledge, and abilities
 - iv.** Ability to train on a one-on-one basis
 - v.** Review of personnel file by the Chief of Police and/or FTEP Coordinator
- b.** Minimum qualifications for FTO are as follows:
 - i.** Three years' experience as a license police officer with the Bemidji Police Department is preferred, however the Chief of Police may approve candidates with less experience.
 - ii.** No disciplinary actions during the preceding year.
- c.** FTO candidates will attend the Glen Kaminsky FTEP course before being assigned a trainee.
- d.** FTOs will be issued an FTO pin which should be worn during training periods.

Reference or Revision Date(s):

- A. Glen Kaminsky Method of Field Training and Evaluation
- B. Revision date(s):